



Date: 17<sup>th</sup> July 2023

Dear Students in Year 11 and Parents/Carers

## Results Day: Thursday 24<sup>th</sup> August 2023

We would like students to come into school to collect their results on **Thursday 24<sup>th</sup> August 2023** between **9.30am** and **11.00am**.

Any results not collected will be posted out to the student's home address, later in the day. Due to data protection regulations, we can only share results directly with a student. We are unable to share them with parents and carers, or other educational establishments, unless we have received direct permission from the student.

If students need access to their results on 24<sup>th</sup> August, but are unable to make it into school in person, there are two options:

- Nominate another person to collect the results - you will need to give the name and date of birth of the person collecting your results, and the person nominated will need to bring recognised ID to prove their identity.
- Request a copy of the results to be emailed to the student's school email address.

**For both options, we can only accept requests that have been made via an email sent from the student's school email account ([firstname.lastname@kingsburyschool.info](mailto:firstname.lastname@kingsburyschool.info))**

- School email accounts are web-based accounts, using Microsoft Office/Outlook 365, and can therefore be accessed from anywhere, if there is internet connectivity - <https://www.office.com/>
- Please email both [chris.linster@castlephoenixtrust.org.uk](mailto:chris.linster@castlephoenixtrust.org.uk) and [admin4111@kingsburyschool.info](mailto:admin4111@kingsburyschool.info) with these requests.

In both cases, students must log in with their email address and password, which therefore allows us to confirm the identity of the person making the request. These requests can be made at any time between now and results day. If a student's circumstances change nearer the time, we will still give

**Tamworth Road, Kingsbury, Tamworth, B78 2LF**

**T:** 01827 872316 | **E:** [admin4111@welearn365.com](mailto:admin4111@welearn365.com) | **W:** [www.kingsburyschool.co.uk](http://www.kingsburyschool.co.uk)

Registered Office: Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385



Headteacher  
**Mr M Clarke**

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results out to a student in person on the day, even if they have requested that another person picks them up or have requested them to be sent via email.

If you have any further queries in relation to exam results, please contact Mr Linster via the email addresses above. Information regarding post-results services provided by the exam boards, "Reviews of Results" and "Access to Scripts", follow at the end of this letter.

Please note that the school will be closed after results day (Thursday 24<sup>th</sup> August) until Monday 4<sup>th</sup> September. We will respond to emails received on our return to school.

Yours faithfully

Mr C Linster  
Assessment, Curriculum and Examinations Officer

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## **Review of Results (school deadline for request – 26<sup>th</sup> September 2023)**

This service can be used to check your grade with the board if the grade you have been awarded is significantly lower than you expected.

**Important:** Please be aware that your result could go **down** as well as up and you should consider this when deciding whether to go ahead with a review of results.

There are two levels of service, costing varying amounts (see table for current fees). These fees are also available on the website of each exam board.

- **Service 1: Clerical Re-check**
  - This service does not re-mark a script, but simply re-checks all aspects of clerical administration relating to the script (adding up of marks etc.). **Important:** Marks and grades may go up, **down** or stay the same.
- **Service 2: Review of Marking**
  - A script may be reviewed. Reviewers do not remark the script. They review the original marking to ensure that the agreed mark scheme has been correctly applied. **Important:** Marks and grades may go up, **down** or stay the same.

### **How to request a review of results:**

- If you wish to make an appeal about an exam result you should firstly discuss it with your subject teacher, Head of Faculty, Head of Year, or a member of Senior Leadership. Staff will be present on results day to discuss the post results services that are available to you.
- If, after discussions with staff, you wish to go ahead with a review of results we will arrange to forward a "Candidate Consent Form" to you. The school can only request a review on your behalf if they have received a request form **signed by the candidate**. We **cannot** accept a form signed by a parent/carer in any circumstances. The form should be returned to the school along with payment to cover the cost of the review.

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- We need any signed requests to be received by the school on or before **26<sup>th</sup> September 2023** to allow sufficient time for the request to be processed as the deadline for receipt of requests for review of results by exam boards is 28<sup>th</sup> September 2023.

## Exam Board Fees:

Service	Request Deadline (School)	AQA	Edexcel	OCR	WJEC
Clerical Re-check	<b>Tuesday 26<sup>th</sup> September 2023</b> (exam board deadline Thursday 28 <sup>th</sup> September 2023)	£8.70	£11.90	£10.00 (+ £14.75 for reviewed script)	£11.00 (+ £11.00 for reviewed script)
Review of Marking	<b>Tuesday 26<sup>th</sup> September 2023</b> (exam board deadline Thursday 28 <sup>th</sup> September 2023)	£40.35	£42.40	£57.50 (+ £14.75 for reviewed script)	£40.00 (+ £11.00 for reviewed script)

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## **Access to Scripts (ATS)**

There are two services available for requesting copies of scripts:

- **Priority Service: Requesting Copies of Scripts (school deadline for request 5<sup>th</sup> September 2023)**
  - This service should **only** be used to decide whether it is worth applying for a review of marking.
- **Requesting ORIGINAL Scripts: (school deadline for request 26<sup>th</sup> September 2023)**
  - This service is for all other requests.
  - The school will make an administrative charge for personal candidate requests for Access to Scripts, which will be provided in electronic format

If you wish to apply for a copy of a script under the priority service, **please discuss this with the Exams Officer when you collect your results on results day.** To ensure we can apply for the script before the deadline, the request must be made on results day. We will require the **student's written permission** to obtain the script.

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