



July 2023

Important Information for all Students

EXAM RESULTS & ENQUIRIES ABOUT RESULTS

If you are intending to collect your results from school on Thursday 24th August, then you need to do nothing further. **School will be open 9.00am - 11.00am for collection.**

If you will be unavailable to collect your results, you can do one of three things:

- 1 Provide a signed, handwritten note authorising a named third party to collect them on your behalf; a friend, sibling, or relative for example.
- 2 Provide a signed, handwritten note authorising Mrs Short to email your results to you. **Please clearly indicate the email address to which you wish them to be sent as your school email address will have been deactivated.**
- 3 Provide a stamped addressed envelope showing the address you would like them posting to, with a signed note indicating that this is your preferred method to obtain your results.

Following receipt of your results, should a grade not be as you expected, there are several options available.

In the first instance, complete **Form 1**

This will enable you to ask Mrs Short to request your paper(s) back from the exam board.

You can then further request that your teacher look at the papers to ascertain whether, in their opinion, the grade is correct, or whether they feel it may not have been marked in line with the mark scheme.

If your teacher feels that the paper was not marked in line with the mark scheme, they may request a 'review of marking', in which case you will need to then complete **Form 2**

This will request your permission to apply for the 'review of marking'. We must have your permission and you must also confirm that you are aware that your marks, and subsequently your overall grade, can go down as well as up. In the event that your teacher requests a review, with your permission, the school will pay the fee.

If they feel that the grade is fair, marked within tolerance of the mark scheme, you will then be able to have your papers to view where you maybe went wrong, or did not answer the question expansively enough or simply answered incorrectly.

If your teacher has viewed your papers, believes it to have been marked correctly within the tolerance allowed of the mark scheme, and you are still not happy, you can apply to request a review of marking yourself, however, there is a cost involved that varies from board to board.

If this is the case and you do wish to privately pay for an **enquiry about result (EAR)**, then you will need to complete one of the following forms, depending upon which board provided the exam paper. The form will indicate the fee payable for that board.

Form AQA - English, Science, DT, Further Maths, Geography, History, Polish, RS, Sociology

Form OCR - Computer Science, Creative iMedia, Drama

Form Pearson - Art, Business, French, Maths, PE, Russian, Spanish

Form WJEC - Food Preparation & Nutrition

Please be aware that the cost indicated is for each paper, therefore, in Geography for example, candidates did three exam papers, therefore, if you are looking for a couple of marks to achieve the higher grade, it may be a case of having to review all three papers to be sure no marks are missed.

You are not allowed to make any EAR request until you have received and viewed your results. You can request any of the above forms by emailing:

postresults23@holbrookacademy.org

If you have done well, your teacher may ask if they can have access to your script(s) for teaching and learning purposes, this means that they will use your paper as an example to future students. In this case, your teacher will contact you for permission and ask that you request **Form 3** via postresults23@holbrookacademy.org to complete giving your authorisation.

You do not have to agree, the form will give you the option to decline your permission, however, if you agree there will be an option to say that you are happy for your name to be attributed to your work, or an option to request that your name is obscured, so that whilst you give permission to use your script(s), you will be anonymous.

GOOD LUCK FOR RESULTS DAY!

If you have any further questions before or after results day, email Mrs Short – louise.short@holbrookacademy.org