

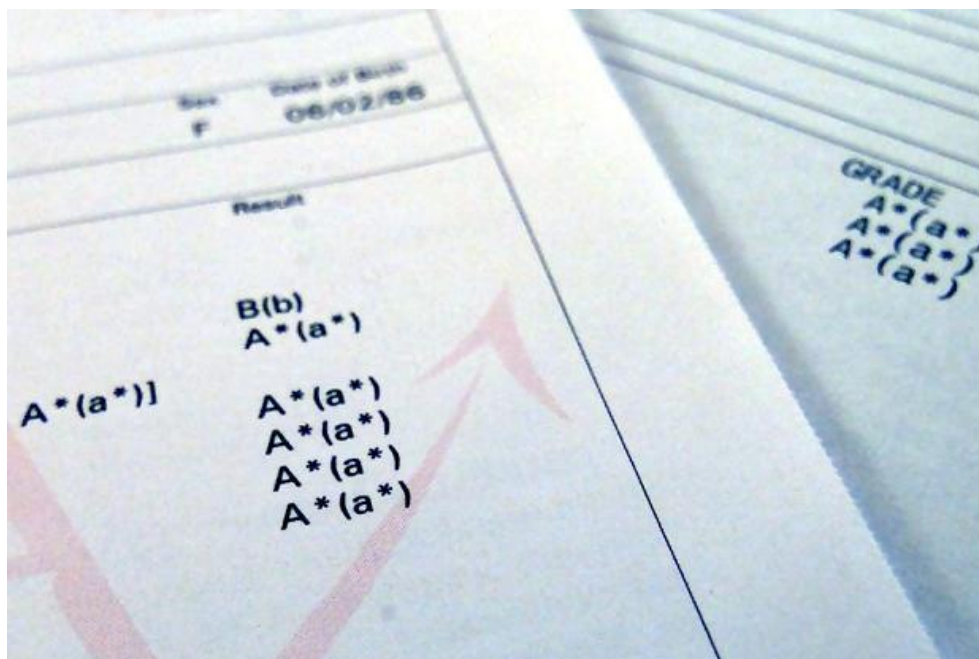


**Guidance for  
Students and Parents**

**Post Examinations  
Results and Post-Results**

**Centre Number: 62337**

**Summer 2025**



This guide aims to give valuable advice for examination results  
received by candidates at **Oxford Spires Academy**

**Please read this document carefully  
and retain it for future reference**

If there are **ANY** questions or problems, please contact the Exams Manager,

**Mrs G Nowakowska**

[mnowakowska@oxfordspires.anthemtrust.uk](mailto:mnowakowska@oxfordspires.anthemtrust.uk)

or

**Ms R Gray – Head of 6<sup>th</sup> form**

[rgray@oxfordspires.anthemtrust.uk](mailto:rgray@oxfordspires.anthemtrust.uk)

## AFTER THE EXAMINATIONS

### Notification of Results

#### Year 13

Results will be available from the **Conference Hall** – 14 August 2025 9am – 11am

#### GCSE:

Results will be available from the **Conference Hall** – 21 August 2025 9am. 1pm externals

Staff will be available in school from **9 am** to deal with any specific exam/careers related guidance you may require.

If you are not able to come into school on 21 August 2025 to enrol for Sixth Form courses, you will have the opportunity to do so on 1 September 2025 from 2pm. Please email Ms Spittle to let her know that you will be in on that day so that she can make the necessary arrangements. Ms Spittle can be contacted on [zspittle@oxfordspires.anthemtrust.uk](mailto:zspittle@oxfordspires.anthemtrust.uk)

### If you are unable to collect your results on results day

If you're unable to collect your results yourself and would like this emailed to you, please email the Exams Manager, Mrs Nowakowska on [mnowakowska@oxfordspires.anthemtrust.uk](mailto:mnowakowska@oxfordspires.anthemtrust.uk) stating:

“I (your name) give Mr Nowakowska permission to email my exam results to (email address)”

Kindly note emailed results will not be sent out until after 2pm.

The deadline for informing me of this is 18 July 2025. Your request may not be processed if received after this date.

An envelope containing a hard copy of the Statement of Results and Awarding Body breakdowns will be available in school to collect on the dates shown above.

## STATEMENT OF RESULTS

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists ALL the exams you have taken and any components within the qualification.

A capital letter indicates an **OVERALL** grade. Endorsement grades are listed in the last column in the format P = Pass / M = Merit / D = Distinction.

### Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
AQA	GCSE/9DA	8464H	Combined Sci. Trilogy Tier H	76			187			
EDEXL/GC	GCSE/9FC	1EN0	English Language	6				M		
EDEXL/GC	GCSE/9FC	1ET0N	English Literature Option N	7			91			
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	7			143			
EDEXL/GC	GCSE/9FC	1SP0F	Spanish Option F	5			191			
AQA	GCSE/9FC	8582	Physical Education	6			176			
WJEC/GCS	GCSE/9FC	C112QS	Geography B	7			173			
WJEC/GCS	GCSE/9FC	C120P1	Religious Studies Route A1	7			172			
OCR	GCSE/9FC	J204	Business	7			97			

## POST RESULTS SERVICES

### Reviews of Marking

All Reviews of Marking (ROMs) should first be discussed with the relevant Head of Department and/or Subject Teacher who will advise on the viability of such a request. The "Review of Marking Form" should then be completed and signed (Appendix B). You will be charged upon application. If you are entitled to a refund it will be processed.

In the school's experience, it is unusual for marks to change upwards by more than a marginal amount. However, the school reviews the marks that candidates have achieved and will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with the candidate's consent)

### Review of Marking categories are as follows:

#### **SERVICE 1 CLERICAL CHECK**

##### **This service included the following checks:**

That all parts of the script have been marked. The totalling of marks. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable (indicate on form). The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The target for completion is within 20 calendar days of exam board receiving request.

#### **SERVICE 2 (Mark review)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

The deadline for completion is within 30 calendar days of the awarding body receiving the request. This service will include:

- ☐ the clerical re-checks detailed in Service 1;
- ☐ a review of marking as described above;
- ☐ if requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed GCE AS and GCE A2 Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise centres of the mechanism by which reports may be requested.)

#### **PRIORITY SERVICE 2P (Mark review)**

This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.

Any applications not meeting these criteria will be treated as normal Service 2 requests. The deadline for completion is within 18 calendar days of the awarding body receiving the request.

#### **ATS (Access to Script)**

A photocopy or the original of the student's script.

## DEADLINES AND KEY DATES

Key date	Reviews of Results (RoRs)	Access to Scripts (ATS)
15 August	<ul style="list-style-type: none"> <li>Issue of GCE AS and A-level results</li> <li>Issue of Extended Project results</li> <li>Issue of Level 3 VTQ results</li> <li>Clerical re-checks, reviews of marking and reviews of moderation may be requested now</li> </ul>	<b>GCE AS, A-level and Level 3 VTQ scripts</b> <ul style="list-style-type: none"> <li>Centres may request copies of GCE AS, A-level and Level 3 VTQ scripts to support reviews of marking and/or teaching and learning</li> </ul>
22 August	<ul style="list-style-type: none"> <li>Issue of GCSE results</li> <li>Issue of Foundation and Higher Project results</li> <li>Issue of Level 1 &amp; Level 2 VTQ results</li> <li>Clerical re-checks, reviews of marking and reviews of moderation may be requested now</li> </ul>	<b>GCSE and Level 1 &amp; Level 2 VTQ scripts</b> <ul style="list-style-type: none"> <li>Centres may request copies of GCSE and Level 1 &amp; Level 2 VTQ scripts to support reviews of marking and/or teaching and learning</li> </ul>
22 August	<ul style="list-style-type: none"> <li><b>DEADLINE</b> for awarding bodies to receive requests for Priority Service 2 reviews of marking (<b>GCE A-level and Level 3 VTQ qualifications only</b>)</li> </ul>	
20 September	<ul style="list-style-type: none"> <li><b>DEADLINE</b> for awarding bodies to receive requests for late subject awards (<b>Unitised GCSE, GCE AS and A-level qualifications in Wales and Northern Ireland</b>)</li> </ul>	
26 September	<ul style="list-style-type: none"> <li><b>DEADLINE</b> for Reviews of Results (RoRs): Last date for awarding bodies to receive requests (<b>All qualifications</b>)</li> </ul>	<ul style="list-style-type: none"> <li><b>DEADLINE</b> for copies of scripts to support teaching and learning (<b>All qualifications</b>)</li> </ul>

For CCEA deadlines for copies of GCE AS, A-level and GCSE scripts to support reviews of marking, please see [Post-Results Support | CCEA](#)

## FEES

Fees for post-results services (Access to Scripts, clerical re-checks, review of marking and reviews of moderation) are set independently). Please see Mrs Nowakowska for details.

## CERTIFICATES

Certificates are received in school early November; you will be notified by Mrs Nowakowska or Ms Grey when to come and collect them.

JCQ regulations state that certificates should be **kept for 12 months**. **If they remain uncollected they will be disposed of securely** (see below)

Certificates are important documents. Most educational institutions and potential employers will ask to see your original certificates. **If you lose or fail to collect your Certificates**, you will need to obtain duplicates from the relevant Awarding Body. The Awarding Bodies no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood; they will only issue a Statement of Achievement. **This currently costs in the region of £60.00 per 'Statement of Achievement'**.

AQA      City & Guilds      CCEA      Edexcel      OCR      SQA      WJEC

**Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.**

## **Notice to Centres**

### **Unclaimed Certificates**

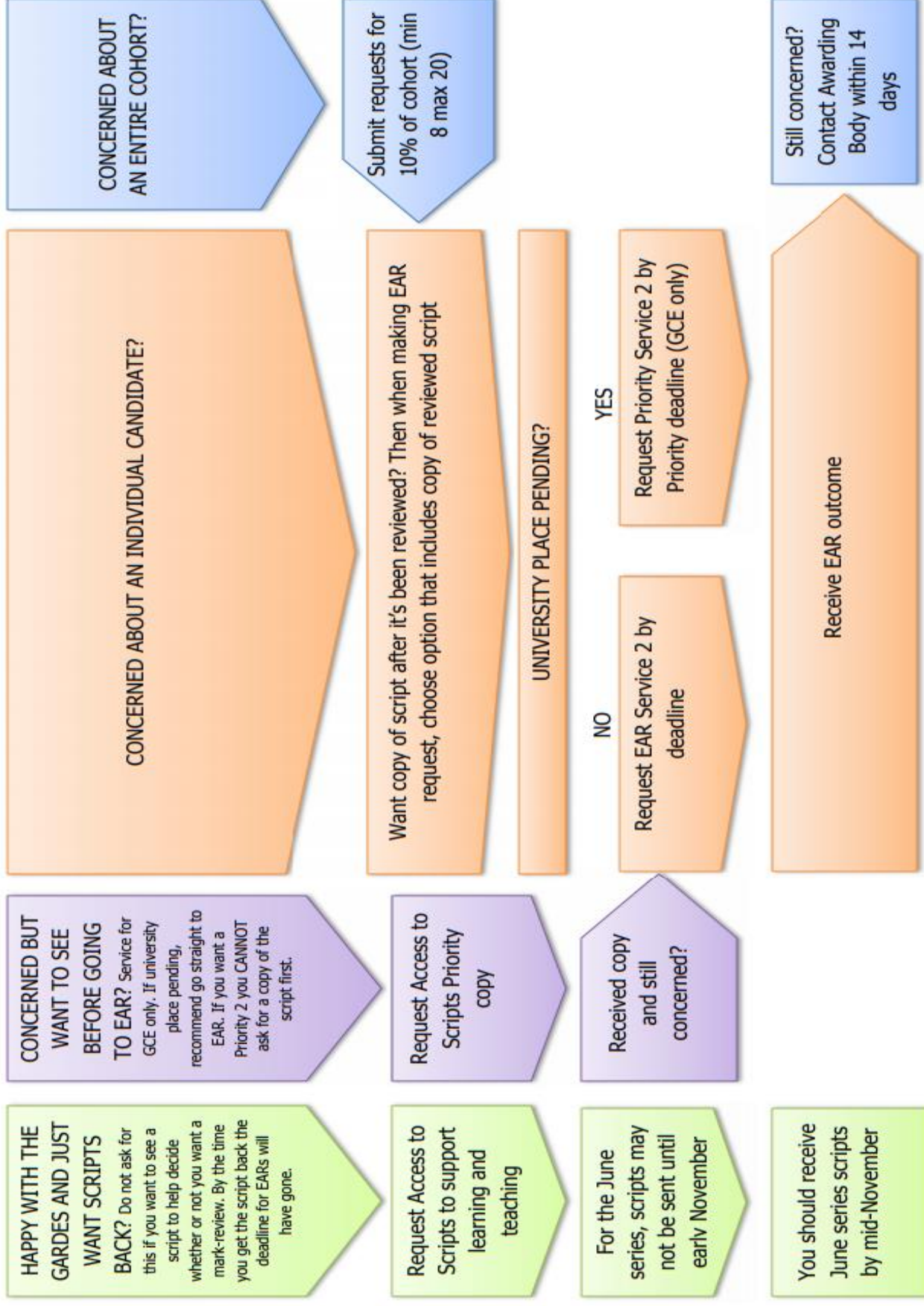
The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.



## Which post-results service suits you?



Consent statements above and details of the RoR services below taken from JCQ's [Post-Results Services](#) (section 4, appendices A and B)

<u>SRN</u>	Post-results service	Details of the service
<u>R1</u>	RoR <b>Service 1</b> (Clerical re-check)	This is a re-check of all clerical procedures leading to the issue of a result... This service will include the following checks: <ul style="list-style-type: none"> <li>• that all parts of the script have been marked</li> <li>• the totalling of marks</li> <li>• the recording of marks</li> </ul>
<u>R1a</u>	RoR Service 1 with an ATS copy of re-checked script	
<u>R2</u>	RoR <b>Service 2</b> (Review of marking)	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly... <b>Reviewers will not re-mark the script.</b> They will only act to correct any errors identified in the original marking... This service will include: <ul style="list-style-type: none"> <li>• the clerical re-checks detailed in Service 1</li> <li>• a review of marking as described above</li> </ul>
<u>R2a</u>	RoR Service 2 with an ATS copy of reviewed script	
<u>R2P</u>	RoR <b>Priority Service 2</b> (Review of marking)	This is the same as Service 2 above but the review is conducted as a priority by the awarding body. This service is <b>only</b> available for <b>GCE A-level qualifications</b>
<u>R2Pa</u>	RoR Priority Service 2 with an ATS copy of reviewed script	
<u>R3</u>	RoR <b>Service 3</b> (Review of moderation)	This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. <b>It is not a re-moderation of candidates' work...</b> This service is <b>not</b> available to individual candidates
<u>A1</u>	ATS Copy of script to support <b>review of marking</b>	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
<u>A2</u>	ATS Copy of script to support <b>teaching and learning</b>	This is a non-priority service to request copies of scripts to support teaching and learning

FOR EXAMS OFFICE USE ONLY

Total fee(s) received	£	Service(s) applied for	Date	Outcome(s) received	Date(s)	Candidate notified	Date(s)	Outcome(s) complete	Date(s)
-----------------------	---	------------------------	------	---------------------	---------	--------------------	---------	---------------------	---------



## Appendix A – Clerical rechecks, reviews of marking and appeals – Candidate consent form



AQA City & Guilds CCEA OCR Pearson WJEC

### Clerical re-checks, reviews of marking and appeals

#### Candidate consent form

##### Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

##### Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

.....

.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**

## Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA      City & Guilds      CCEA      OCR      Pearson      WJEC

### Access to Scripts

#### Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

☐ I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- ☐ If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
- ☐ If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months.**

## Access to Scripts – for personal use

If you would access to one of our exam scripts for your use, you will need to do following:

Pay £5 into the academy's bank account, details for this are below

Once you have made the payment, send a screen shot & complete the form below, email both to Mrs Nowakowska, Exams Manager on [mnowakowska@oxfordspires.anthemtrust.uk](mailto:mnowakowska@oxfordspires.anthemtrust.uk)

Please note that if payment has not been made, the order will not be placed.

Centre Number 62337	Centre Name Oxford Spires Academy
Candidate number	Candidate name
Qualification level/Subject	Component unit/code
Date of Payment	
Your email address <b>PLEASE ENSURE YOU WRITE THIS CAREFULLY</b>	

Oxford Spires Academy bank details

Bank; Lloyds Bank plc  
Broad St. Reading

Account Name; Anthem School Trust T/A Oxford Spires Academy  
Please give your surname and exam no as reference.

Account No : 51741960

Sode Code : 30-67-99