

16th August 2018

PLEASE READ CAREFULLY – ESPECIALLY THE DATES AND TIMES

A LEVEL RESULTS DAY INFORMATION

1. **Photocopy Requests** (prices for this service will be available on Results Day) – Photocopies are available to order, until **THURSDAY 23rd AUGUST**. Therefore, requests need to be paid for on Parent Pay, and the completed forms with me by 11.30am on Thurs 23rd August 2018.
I am not in school other than on the days and times stated below. PLEASE NOTE: Contacting me by email does not guarantee I will see it, as I will not be dealing with emails during my holiday period, so it is always best to come in when I am in school to avoid any issues.
2. **Enquiry about Results** (prices for this service will be available on Results Day) – If you request to have a paper re-marked, you will need to complete a form and also sign a declaration which states that you understand results can go down as well as up. The school deadline for this service is Wednesday 12th September 2018. **PLUS if you would like a copy of the reviewed script you must order it at the same time as you place your review request – you cannot order it after your review has been completed.**
3. **Original Scripts** (prices for this services will be available on Results Day) – If you request an Original Script you will not be able to appeal your result for that subject. Deadline to order Original Scripts is Friday 21st September 2018

**PLEASE PASS YOUR REQUESTS DIRECTLY TO ME, THE EXAMS OFFICER, DURING THE TIMES SET OUT BELOW
PLEASE DO NOT LEAVE THEM WITH ANYONE ELSE, AS IT CANNOT BE GUARANTEED THE REQUEST WILL BE
DEALT WITH.**

**All payments need to be made on parent pay when you make your request, online facility available in Exams Office.
REFUNDS ARE ONLY GIVEN IF THE OVERALL GRADE OF THE PAPER CHANGES NOT IF THERE IS A CHANGE IN MARK.**
If you have any other questions, please do not hesitate to come and see me.

Exams Officer Availability during the holiday period

Thurs 16th August from 9.00am – 12.00 noon

Friday 17th August from 9.00am – 12.00 noon

Thurs *23rd August from 9.00am – 12.00 noon

(Please remember the *23rd is also GCSE results day)

Friday 24th August from 9.00am – 12.00 noon

Thurs 30th August from 9.00am – 12.00 noon

**TO ENSURE YOUR PHOTOCOPIES CAN BE ORDERED, PLEASE HAVE THE COMPLETED FORMS WITH ME,
AND PAID FOR ON PARENT PAY, BEFORE 11.30AM ON THURSDAY 23rd AUGUST 2018**

I will be back in school for the new term starting Monday 3rd September 2018.

Thank you

Claire Tucker

Examinations Officer