

# GCSE POST-RESULTS DAY SERVICES

22<sup>nd</sup> August 2019 onwards

## PLEASE MAKE CAREFUL NOTE OF THE FOLLOWING DATES AND TIMES

- **Photocopy Requests** (prices for this service will be available on Results Day): photocopies are available to order, on **THURSDAY 22<sup>nd</sup>, FRIDAY 23<sup>rd</sup>, and THURSDAY 29<sup>th</sup> AUGUST**. Requests need to be paid for on Parent Pay, and the completed forms with Ms Tucker, the Examinations Officer, by **11.30am, Thurs 29<sup>th</sup> August 2019**. Ms Tucker will be in school only at the times indicated below; please see her in person, rather than by email, during the holiday period.
- **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 11<sup>th</sup> September 2019. **If you would also 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).**
- **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. The deadline to order Original Scripts is Friday 20<sup>th</sup> September 2019

PLEASE PASS ALL REQUESTS DIRECTLY TO MS TUCKER, THE EXAMINATIONS OFFICER, DURING THE TIMES SET OUT BELOW. Do not leave them with anyone else, as it cannot be guaranteed the request will be dealt with in time.

**All payments need to be made through Parent Pay when you make your request. Access to this is also available in the Exams Office. REFUNDS ARE ONLY GIVEN IF THE OVERALL GRADE OF THE PAPER CHANGES (not if there is a change in mark).**

### Exams Officer Availability during the summer holiday period

Thurs 22<sup>nd</sup> August from 9.00am – 12.00 noon

Friday 23<sup>rd</sup> August from 9.00am – 12.00 noon

Thurs 29<sup>th</sup> August from 9.00am – 12.00 noon

Any further enquiries should be directed through Ms Tucker, who will be back in school for the new term starting Monday 2<sup>nd</sup> September 2019.