

## Important Results Information – Please Read

### **What happens if you want to retake to improve your grade?**

- Re-sit opportunities will be available in November 2017 for GCSE English and GCSE Maths. The deadline for entries for the November series is **3rd October 2017**.
- Please note re-sits will incur a charge, which is made up of the exam entry fee, an admin charge and a cost to cover the invigilation of the re-sit exams. Details of which can be obtained on application. I will need your confirmation that you wish to re-take and the payment *at least 4 days* before the deadline.

Please contact Lisa Warriner (Exams Officer) for further details or if you have any questions.

### **Enquiries about Results**

- It is possible that you may, after discussion with your tutors, feel that your mark is not an accurate reflection of your expected achievement. In such circumstances and at a cost of approximately £45.00 it is possible to submit an Enquiry about the Result.
- Applications must be made via forms held by Lisa Warriner (Exams Officer). We will need the money and your permission in writing before we can do anything **Please be warned that grades can be lowered as well as raised**.
- Often such enquiries result in no change of grade but it is your entitlement to take the risk. If you decide to apply for a re-mark, although it will cost you more you would be well advised to ask for a copy of your script at the same time in order to check back with your tutor the accuracy of the original marking and the re-mark by the awarding bodies just in case there is scope for an appeal.

The Exam Boards have given the following date as the final date by which they will accept these requests so you need to ensure that your request is made to us *at least 4 days* before.

**19th September 2017:** GCSE Non Priority Requests.

### **Access to Scripts**

- If it is necessary to do so, you can get back this summer's exam scripts. This is made possible via the Access to Scripts Service. Applications must be made via forms available from Lisa Warriner, Exams Officer.
- Students putting in a request for original scripts will be charged approximately £11 per script. The closing date for this is 3rd **October 2017**. Remember that you will **not** be able to get a remark if you have sent for your original script. Students may find the scripts particularly useful if they are re-taking units.

**No requests will be accepted after the dates above and please note all costs are very approximate and are different for each awarding body.**