

August
2018

The
Folkestone
School for Girls



*GCSE
Public Examinations Results
Summer 2018*



For information on:

- Access to Scripts
- Enquiries about a result
- How to apply for a review

Summer 2018 Public Examination Results

Please find enclosed the results of the public examinations you took in May/June of this year. Congratulations to those of you who have achieved the grades/marks you were hoping for.

If, however, you are disappointed with any of your results, the information in this leaflet should give you guidance on what to do next. If you have any questions which are not answered in this leaflet, I will be available in my office in the Main School Admin office on Thursday 23rd and Friday 24th August during normal school hours.

Please note that all requests for post-results services must be made through the school. The awarding bodies will not accept private applications.

Mrs S Burden
Examinations Officer

Want to discuss your GCSE results?

If you would like to discuss your post-16 courses in light of your GCSE results there will be senior leadership staff available on Thursday 23rd and Friday 24th August during normal school hours.



Unhappy with your Result?

At the earliest opportunity speak to your Subject Teacher and/or Director of Learning about your result, and before deciding to use any of the services below. Please be aware that marking errors are very rare due to robust checking systems and changes to grades are even rarer.

Priority Access to Scripts Service

You may wish to look at a copy of your original script(s) to see where you lost marks and to help you decide whether you wish to lodge a formal enquiry. If so, complete and return the 'Access to Scripts' form by **12 noon on Friday 24th August**. There is a charge for this service up to £11.75 depending on exam board and payment must be made online via Wisepay before we can process the request.

NB *This service is not available if you are requesting a Priority Enquiry about a Result (see below).*

Enquiry About a Result—Review of Marking (Note: this is not a remark)

If you are unhappy with your result you can apply to have your script(s) marking reviewed. You will need to complete form 'Enquiries about Results and Appeals' by **12 noon on Wednesday 12th September**. There is a charge for this service of up to £47 for each externally assessed component/unit. Payment via Wisepay must be submitted online and the completed form given to Mrs Burden. The review will consist of a clerical re-check, together with an assessment, by a senior examiner, of the component/unit against the approved mark scheme. The examiner will confirm or amend the original marks. Enquiries will be completed within 20 calendar days of the exam board receiving the request.

Priority Enquiry About a Result—Review of Marking (Edexcel only)

This service is the same as the normal Review of Marking above but is **prioritised for candidates whose places in further/higher education depend on the outcome of the result**. To apply for this service, please complete form 'Enquiries about Results and Appeals', and return it to Mrs Burden by **12 noon on Friday 24th August**. The fee for this service is £45.40 per unit/component and payment via Wisepay needs to be submitted before we can process the review with the exam board. Enquiries will be completed within 15 calendar days of the exam board receiving the request.

IMPORTANT

Please note: if you request either of the Review of Marking services your result may be confirmed, lowered or raised.

Please see overleaf for all exam board post-result service fees and next steps.

All forms are available from Mrs Burden, Examinations Officer or you will find them on the school website to download.

Post-result Service Fees

Please note: The fees referred to in this leaflet are charged by the examination boards and not the school. All fees vary from board to board.

We will be unable to process requests until the correct payment has been made via Wisepay, our online payment system. Please contact finance@folkestonegirls.kent.sch.uk for any Wisepay queries.

Please see below for fees per unit/paper:

SERVICE - cost per unit/paper	AQA	Edexcel	WJEC	OCR
Service 1 – Clerical Check	£8.05	£11.10	£11.00	£16.90
Service 2 Priority Mark Review	n/a	£45.40	n/a	n/a
Service 2 Mark Review	£37.55	£39.50	£36.00	£47.00
Original Script	£11.30	Price on request	£11.00	£11.35
Priority Script	n/a	Price on request	£11.00	£11.75

Next steps

1. **Speak to relevant teaching staff or senior school staff** for guidance before you go ahead with a review—remember marks can go down as well as up, so we strongly recommend you do this.
2. Fill out and return the relevant **post-result consent forms by the stated deadline overleaf**. Forms will be available from the admin office on Thursday 23rd August or can be downloaded from the school's website (Information/Exams & Assessment Results).
3. **Ensure your forms have been signed** and you have **given us your contact details (up to mid-September)**, so we can contact you with any queries. Ideally this needs to be your contact details rather than your parents as we need to deal directly with you.
4. Check costs above and arrange **payment via Wisepay online** (we will not be accepting cash or cheque). Please remember costs above are per component/paper and we cannot process your post-result review without this being done.
5. **Email sburden@folkestonegirls.kent.sch.uk** to confirm the above has been completed and register your intent to submit a review.