



GEORGE ABBOT SCHOOL

Important Information:

GCSE Results Day - **22 August 2019**

Certificate Collection - **January 2020** (*date(s) to be confirmed and published on website calendar*)

Review of Results Services - see below

GCSE Results Day – 22 August 2019

Year 11 students can collect their results in Raynham Hall from 9.00am to 10.00am.

Students who are unable to collect their results in person may nominate another individual and should inform the Exams Office in writing in advance of results day by email to:

exams@georgeabbot.surrey.sch.uk Exam grades only will also be available in Go4Schools from 9.00am. Results not collected will be posted out to students.

Certificates

Students leaving George Abbot this summer will be able to collect their Exam Certificates during a window in early January 2020. Dates and timings will be posted on our website

<https://www.georgeabbot.surrey.sch.uk/examinations/> Students should ensure they bring photo ID when collecting their Certificates.

Students wishing to nominate another individual to collect their Certificates should inform the Exams Office in advance by email: exams@georgeabbot.surrey.sch.uk The nominated individual will need to bring photo ID before Certificates are released.

Reminder: It must be the student who emails their permission for certificates to be collected by another individual.

Students who cannot collect Exam Certificates and want them posted to a UK address should provide the School with a fee of £3 for these to be sent by Recorded Delivery. This fee should be submitted to the Exams Office in advance together with your details, with payment made via Wisepay before you leave school. Please complete the required form for Certificates to be sent by Recorded Delivery which can be found on our website under Parents\Examinations.

Students returning to school in September 2019 will receive their Exam Certificates during a nominated tutor time.

Review of Results Services

To assist Year 11 students and parents with the publication of GCSE Results where the results are a cause for concern, the following information has been prepared.

Priority Access to Scripts – *not all Exam Boards offer this service*

Action: Deadline for this service is **27 August 2019 by midday**

The Boards will be working towards a deadline of 6 September to have Priority Scripts to Centres. This will enable students to still apply for a Service 2 (Review of Marking) after reviewing the script by 16 September 2019.

Priority Service 2 (Review of Marking) – *not all Exam Boards offer this service*

Action: Deadline for this service is **27 August 2019 by midday**

HEADTEACHER • MRS K CARRIETT, BMus (Hons), MA, NPQH

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This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. Reviewers will not re-mark the script.

Service 1 (Clerical re-check)

Action: Deadline for this service is **16 September 2019 by 2pm**

This is a re-check of all clerical procedures leading to the issue of a result. Includes: that all parts of the script have been marked; the totalling of marks and the recording of marks.

Service 2 (Review of Marking)

Action: Deadline for this service is **16 September 2019 by 2pm**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. Reviewers will not re-mark the script.

Students requesting Services 1 and 2 should be aware that their result could either go up or down and candidate consent will be required. This can be via a Consent Form or by email with their name, candidate number and unit/paper to: exams@georgeabbot.surrey.sch.uk

Access to Scripts (original)

Action: Deadline for this service is **26 September 2019 by 2pm**

Boards will be working towards a deadline of early November to have all scripts back at Centres.

Once an Awarding Body has returned an original script it can no longer be subject to a Service 2.

Students wishing to apply for any of the above services should submit their form(s) together with payment to the Exams Office for processing by the required deadlines.

Forms with all the deadlines and relevant costs will be published on the school website <https://www.georgeabbot.surrey.sch.uk/examinations/> Forms will be available in Raynham Hall on results day and can also be obtained from the Exams Office, at the end of the Humanities corridor.

Cheques should be attached to each form and either put into the secure box outside the Exams Office or handed in to Elmslie Office. If no payment is attached to the form your request will not be processed. Cheques should be made payable to George Abbot School. If your Wisepay account is still valid, you may use this method to pay.

Appeals

Students wishing to appeal against an outcome following a Service 2 should refer to the school's Internal Appeals Process on our website <https://www.georgeabbot.surrey.sch.uk/examinations/> Students must liaise with their subject teacher before proceeding. Appeals must be made by the school within the 30 day deadline from receipt of an outcome following a Service 2. All relevant discussions and communications must take place within this timeframe.

Other Information

All students and parents should refer to the George Abbot school website for the above information <https://www.georgeabbot.surrey.sch.uk/examinations/> or copy and paste link into your web browser.

Students who are not returning to George Abbot and want to retake any exams, private entry forms will be available on the School Website, under the Exams section mid-late November 2019.

Additionally, if any former student wishes to come into School to discuss any issues with teaching staff/office staff they must make an appointment beforehand and at all times sign in at Elmslie Office.

Exams Office contact details:

Tel: 01483 888024

Email: exams@georgeabbot.surrey.sch.uk