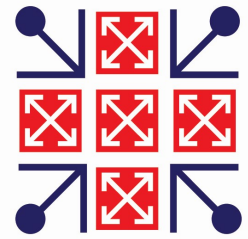


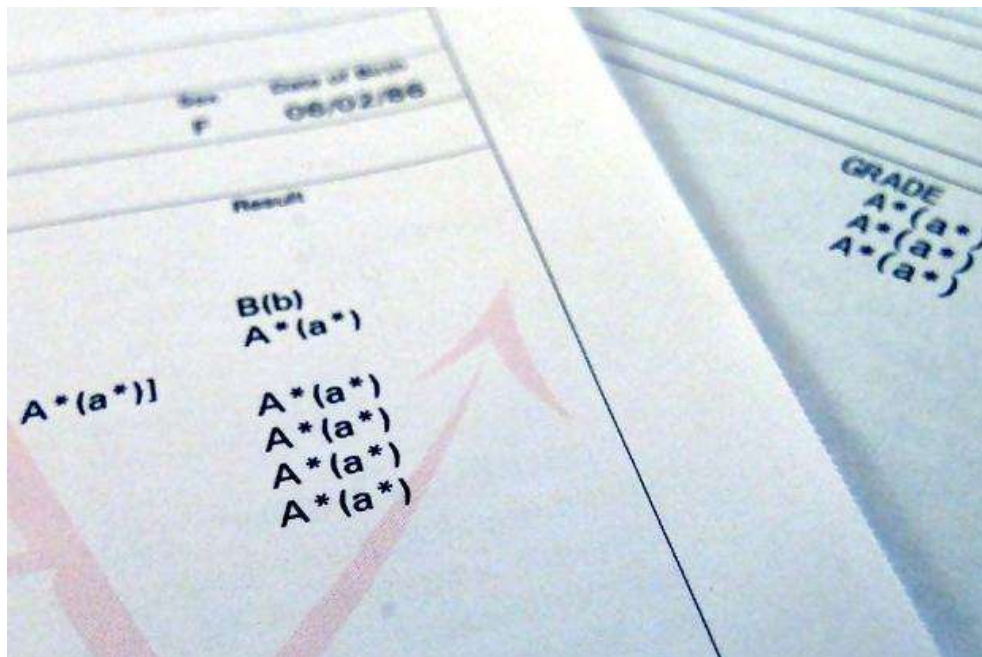
Llantwit Major School Ysgol Llanilltud Fawr



GUIDANCE FOR STUDENTS & PARENTS

AFTER THE EXAMINATIONS Results and Post-Results

Centre Number: 68775



This guide aims to give valuable advice for examination results received by candidates at **Llantwit Major School**.

**Please read this document carefully
and retain it for future reference**

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AFTER THE EXAMINATIONS

Notification of Results

GCE A2:

Results will be available for pick up at 9:00am on **Thursday 18th August 2022**.

Staff will be available in school from **9:00am** to deal with any specific exam / careers related guidance you may require.

GCSE:

Results will be available for pick up at 9:00am on **Thursday 25nd August 2022**.

Staff will be available in school from **9:00am** to deal with any specific exam / careers related guidance you may require.

An envelope containing a hard copy of the Statement of Results and Awarding Body breakdowns will be available in school to collect on the day. Uncollected envelopes will be posted to the address recorded on our information system.

STATEMENT OF RESULTS (Example)

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists ALL the exams you have taken and any components within the qualification.

A capital letter indicates an **OVERALL** grade. Endorsement grades are listed in the last column in the format P = Pass / M = Merit / D = Distinction.

Date	Level	Board	Code	Title	Status	Result
2020-06	GCE/A	WJEC	1300QS	Mathematics A Level Cash-in	Cert	A*
2020-06	GCE/A	WJEC	1400QS	Biology A Level Cash-in	Cert	A*
2020-06	GCE/A	WJEC	1410QS	Chemistry A Level Cash-in	Cert	A*
2020-03	GCE/ASB	WJEC	2410QS	Chemistry AS Cash-in	Cert	A
2019-06	GCE/ASB	WJEC	2300QS	Mathematics AS Cash-in	Cert	A
2019-06	GCE/ASB	WJEC	2400QS	Biology AS Cash-in	Cert	A
2019-06	GCE/ASB	WJEC	2720QS	English Literature AS Cash-in	Cert	A
2018-09	GCSE/FC	WJEC	3700QS	English Language	Cert	A*
2018-07	NQF/L2	LIBF		LIBF Level 2 Certificate In Financial Capability a	Cert	A*
2018-06	GCSE/FC	WJEC	3110QS	Geography	Cert	A*
2018-06	GCSE/FC	WJEC	3400QS	Biology Cash-in	Cert	A*
2018-06	GCSE/FC	WJEC	3410QS	Chemistry Cash-in	Cert	A*
2018-06	GCSE/FC	WJEC	3420QS	Physics Cash-in	Cert	A*
2018-06	GCSE/FC	WJEC	3550QS	Physical Education	Cert	A*
2018-06	GCSE/FC	WJEC	3720QS	English Literature Cash-in	Cert	A*
2018-06	GCSE/FC	WJEC	3800QS	French Cash-in	Cert	A*
2018-06	GCSE/FC	WJEC	4450SA	Religious Stud Cash in (Unitised)	Cert	A*
2018-06	GCSE/FC	WJEC	4560SA	Welsh Second L Full Course Cash in	Cert	A*
2018-06	L1L2/L2	WJEC	955001	Additional Mat Level 2	Cert	D
2018-06	WBQ/1&2	WJEC	9009Q0	Welsh Bacc National/Found Cashin	Cert	P2
2018-06	WBQ/1&2	WJEC	90S9Q0	Skills Challenge Cert N/F Cash-in	Cert	A
2017-11	GCSE/FC	WJEC	3300PH	Mathematics Higher	Cert	A*
2017-11	GCSE/FC	WJEC	3310PH	Mathematics-Numeracy Higher	Cert	A*
2017-06	GCSE/FC	WJEC	3700QS	English Language	Cert	A
2014-05	KSKL/L1	WJEC	095201	Improving Lear Level 1-Portfolio	Cert	P

POST RESULTS SERVICES

Reviews of Marking

All Reviews of Marking (ROMs) should first be discussed with the relevant Head of Department and/or Subject Tutor who will advise on the viability of such a request. The "Review of Marking Form" should then be completed and signed (Appendix B). You will be charged upon application. You will be entitled for a refund if the application for remark has been successful. I.E the grade has been raised. Fees for post-results services are set independently and published by awarding bodies.

In the school's experience, it is unusual for marks to change upwards by more than a marginal amount. However, the school reviews the marks that your child and others have achieved and will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with the candidate's consent)

Review of Marking categories are as follows:

SERVICE 1 CLERICAL CHECK

This service included the following checks:

That all parts of the script have been marked. The totalling of marks. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable (indicate on form). The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The target for completion is within 20 calendar days of exam board receiving request.

SERVICE 2 (Mark review)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

The deadline for completion is within 30 calendar days of the awarding body receiving the request. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;
- if requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed GCE AS and GCE A2 Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise centres of the mechanism by which reports may be requested.)

PRIORITY SERVICE 2P (Mark review)

This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.

Any applications not meeting these criteria will be treated as normal Service 2 requests. The deadline for completion is within 18 calendar days of the awarding body receiving the request.

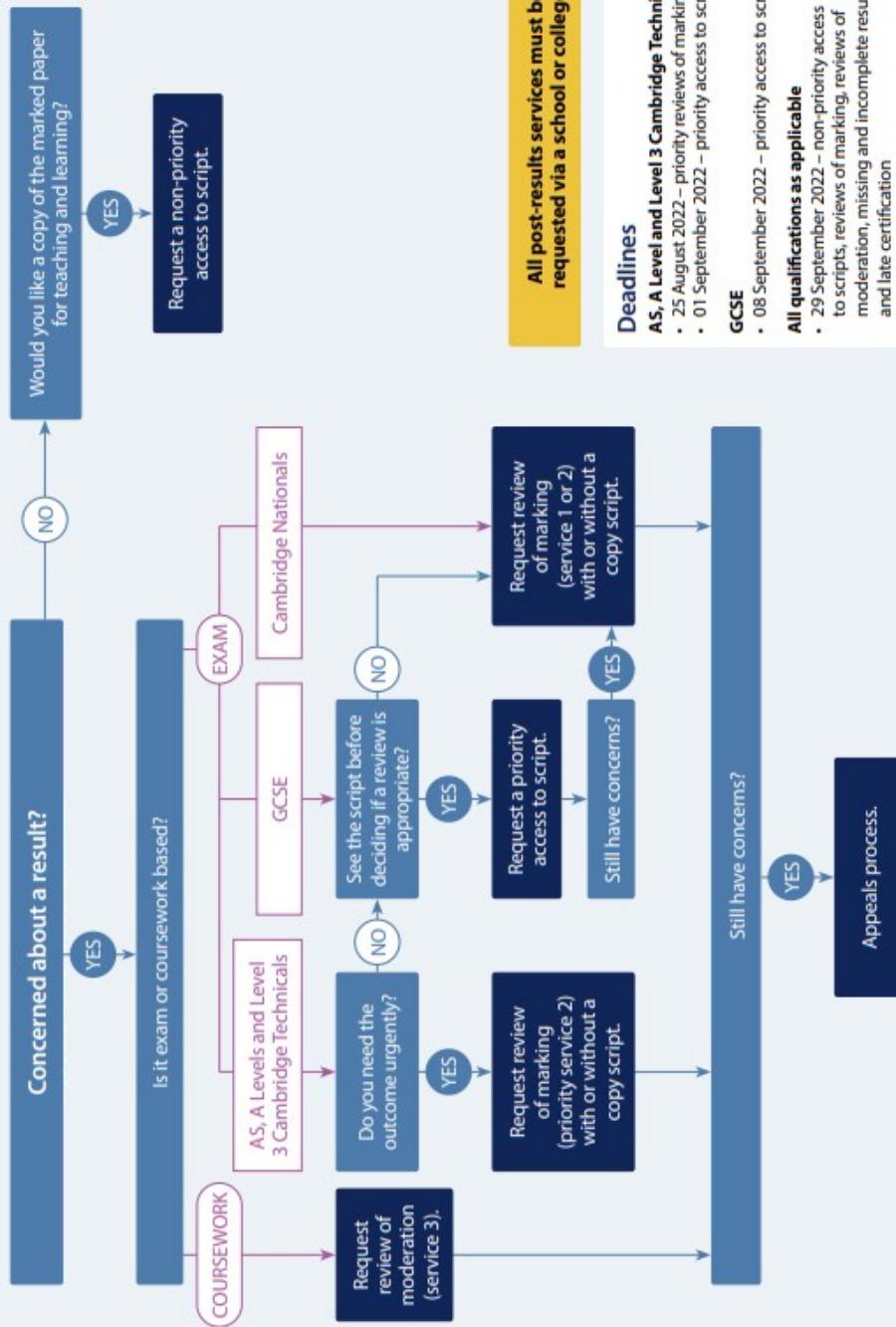
ATS (Access to Script)

A photocopy or the original of the student's script.

OCR's post-results services and fees: June 2022 series

There are a number of options available if you have a concern about a result.

Here's a quick guide to your main options: requesting one of our **reviews of results** or getting hold of a copy of a marked exam paper (**access to scripts**). If you still have a concern after this, we offer an appeals service. Students should speak to a teacher or exams officer at their school or college about post-results services.



Our services explained

Access to scripts

Priority (£14.00) – A PDF copy of the original marked script to help you decide whether to request a review.

Non-priority for teaching and learning (£13.25) – As priority but not guaranteed to arrive before the review deadline.

Service 1

Clerical re-check (£19.50) of all procedures leading to the issue of a result.

Service 2

Review of marking (£54.25) to ensure the agreed mark scheme has been applied correctly. If you are concerned about a group of candidates, you should submit requests for all candidates you believe are affected.

Priority service 2

Review of marking (£66.75) – As for service 2, but only available for AS and A Levels and Level 3 Cambridge Technicals in the June series.

Service 2a and 2b

Review of marking with a report for A Level Drama and Theatre and GCSE Drama (where an access to scripts is not available) and Cambridge Technicals (see the [OCR website](#)).

Service 3

Review of moderation (£251.00) – Review of the original moderation to ensure assessment criteria have been fairly, reliably and consistently applied.

Copy of script

A PDF copy of the reviewed script (£14.00) to be delivered after the review has been completed.

Missing and incomplete results (MIR)

An investigation to check if a result indicator – no result (X), partial absence (#) or pending (Q) – has been wrongly applied.

Late certification

Request when a certification entry has not previously been made for a unitised qualification.

For further details of services, fees and charging policy, visit ocr.org.uk/prs

REVIEWS OF MARKING AND MODERATION (ROMM)

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	OUTCOME ISSUED
Service 1	Clerical re-check	£11	29 th September	Within 10 calendar days of application
Service 2	A clerical re-check, a post-results review of marking and a statement of the marks by unit/component for a candidate: GCE and other Level 1/2 qualifications GCE and other Level 3 qualifications	£37.50 £43	29 th September	Within 20 calendar days of application
Service 2P	Priority Service 2 (GCE and other Level 3 qualifications only)	£49.50	25 th August	Within 15 calendar days of application
Service 3	Post-results review of moderation. Not available for individual candidates. Fee charged per candidate in original sample. Electronic script to be returned with review outcome	£32 £11	29 th September	35 calendar days of receiving original sample

ACCESS TO SCRIPTS (ATS)*

Centres must obtain written consent from a candidate for a clerical re-check and review of marking as candidates marks and grades may be lowered. A review of marking application cannot, under any circumstances, be cancelled once the review of marking outcome has been issued by WJEC.

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	ISSUED BY
ATS (priority copy)	Priority Access to an electronic version prior to Review of Marking GCE AS/Advanced GCSE	£11 £11	1 st September 8 th September	8 th September 15 th September
ATS (non-priority copy)	Access to an electronic script to support teaching and learning	£11	29 th September	3 rd November

* Centres must obtain written consent from candidates for Access to Scripts services.

SUBMISSION OF REQUESTS

- a) All requests on behalf of internal candidates must be submitted by the Head of the centre or an authorised member of centre staff.
- b) All correspondence with WJEC on behalf of internal candidates must be undertaken by the centre and not by candidates or their parents /guardians.
- c) All applications must be made online using the facility on the secure website.
- d) If the service is required in Welsh, please indicate by ticking the appropriate box.
- e) Coursework in the possession of the centre must be sent to: WJEC, Unit A16/A17, Gwaelod y Garth Road, Treforest Industrial Estate, Pontypridd, CF37 5XF
- f) Please indicate very clearly the unit/component for which the application is made.
- g) It is advisable to make applications for all units/components within a qualification at the same time as the initial application. Please note once the result of a ROMM has been issued we are unable to amend or withdraw the result.
- h) Private candidates are encouraged to seek advice and apply through their entering centre but may apply directly by e-mailing post-results-services@wjec.co.uk stating the candidate and centre name and number.

REVIEW OF MODERATION

A post-results review of moderation of GCSE and GCE Design and Technology and Art and Design: £320 a day per centre visit (up to 30 candidates per day).
Not available for individual candidates.

MARK SCHEMES

Mark schemes will be made available via the WJEC secure website

NOTICE TO CENTRES

The work of all candidates for whom a review of marking or moderation application has been submitted must be retained by WJEC for no fewer than 12 months after the notification of the outcome of the review.

WJEC will not charge under the following circumstances

1. Where a review of marking results in the amendment of a unit grade.
2. Where a review of marking results in the amendment of a qualification grade. (Associated units in the review will also not be charged).
3. ATS priority scripts and photocopies requested at the time of the review if 1 or 2 above apply.
4. Where a review of moderation results in centre marks being reinstated.

APPEALS

SERVICE	COST/UNIT	APPLICATIONS DEADLINE
Preliminary investigation	£115	Appeals must be submitted within 30 calendar days of WJEC issuing the outcome of the ROMM.
Appeal hearing	£190	A request for a Stage 2 Appeal hearing must be made within two calendar weeks of receipt of the Stage 1 Preliminary investigation appeal outcome letter.

A fee will not be charged if the appeal is upheld.

Post-results services fees (until 31 July 2023)

Services	Notes	Edexcel Level 1 and Level 2 components/units GCSE International GCSE Edexcel Awards in mathematics Functional Skills	Edexcel Level 3 components/units AEA AS and A level Edexcel Awards in mathematics	BTEC components/units BTEC Level 1/Level 2 Firsts BTEC Level 2 Technicals BTEC Level 2 Tech Awards	BTEC components/units BTEC Level 3 Nationals
Service 1 - clerical check	Fee per candidate per paper/unit	£11.90	£11.90	£11.90	£11.90
* Service 2 - review of marking	Fee per candidate per paper/unit	£42.40	£49.20	£42.40	£42.40
* Service P2 - priority review of marking	Fee per candidate per paper/unit	£48.70	£58.70	NA	£58.70
ATS - original script	Fee per candidate per paper/unit	**Free	**Free	**Free	**Free
ATS - photocopy Script	Fee per candidate per paper/unit	**Free	**Free	**Free	**Free
ATS – post review of marking photocopy script	Fee per candidate per paper/unit	£13.10	£13.10	£13.10	£13.10

To find out which services are available for each component/unit, please visit <http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html>

** Following the launch of our self-service portal for access to scripts, all ATS requests other than the post-review of marking photocopy script request will be free of charge.

L Seiler/1.0/17.05.2022

2

* A level and GCSE Drama

For **A level Drama (9DR0/2A/2B)** and **GCSE 9 to 1 Drama (1DR0/02)**, we hold recordings on LWT and we will be able to complete the review using the recording held on LWT. It will help to speed up the processing of your review of marking request if you submit all requests for a particular paper at the same time.

The fee for this review of marking (**Service 2**) is **£62.70 per candidate** and the fee for a priority review of marking (**Service P2**) is **£65.60 per candidate**.

Services	Notes	Edexcel GCSE (excluding Art and Design visits) Edexcel Certificate/International GCSE	Edexcel A level (excluding Art and Design visits)	Edexcel Foundation, Higher and Extended Project
** Service 3 - review of moderation of internally assessed coursework	Fee per paper/unit	£236.00 minimum (up to five candidates) and £18.30 for each additional candidate	£236.00 minimum (up to five candidates) and £18.30 for each additional candidate	£236.00 minimum (up to five candidates) and £18.30 for each additional candidate

Fees for Service 3 review of moderation will be calculated pro rata on the basis of the number of candidates who meet the above criteria.

Candidates' marks may be confirmed, lowered or raised, but we don't require candidates' consent for this service. You'll also receive a report giving feedback similar to that provided after the original moderation. Please remember not to return work to candidates until after the review of marking and moderation deadline has passed.

L Seiler/1.0/17.05.2022

3

CERTIFICATES

Certificates are received in school early November.

ALL CERTIFICATES ARE POSTED USING A 'SIGNED FOR' SERVICE.

JCQ regulations state that certificates should be kept within the school for 12 months. However we hold onto certificates for about 4 year. Please try to collect within 12 months as this could change. If they remain uncollected they may be disposed of securely.

Certificates are important documents. Most educational institutions and potential employers will ask to see your original certificates. If you lose or fail to collect your Certificates, you will need to obtain duplicates from the relevant Awarding Body. The Awarding Bodies no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood; they will only issue a Statement of Achievement. This currently costs in the region of £40.00 per 'Statement of Achievement'.



AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

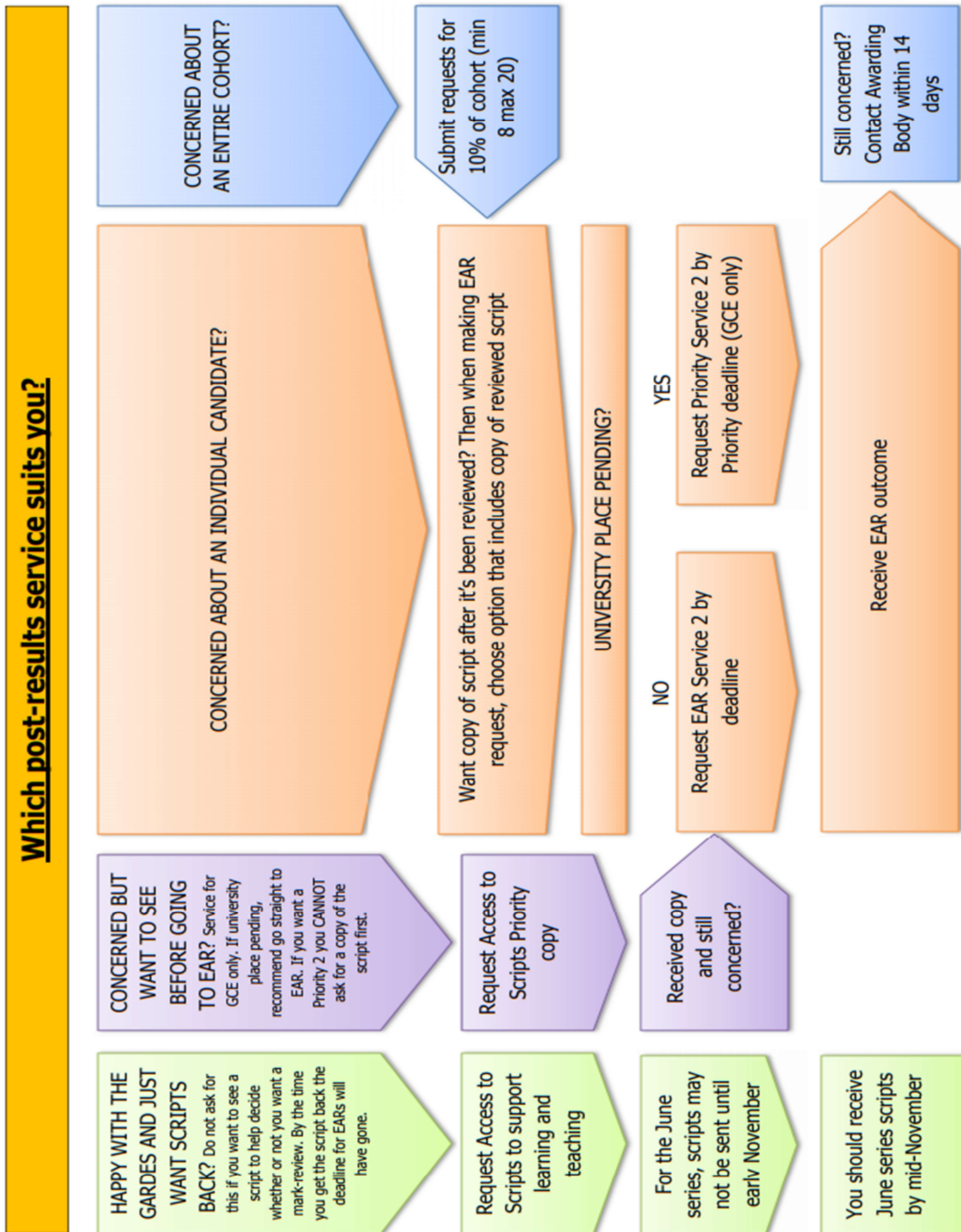
Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

APPENDICES

Appendix A

Which post-results service suits you.





Clerical re-checks, reviews of marking and appeals

AQA OCR Pearson WJEC

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number <input style="width: 90%;" type="text"/>	Centre name <input style="width: 90%;" type="text"/>
Candidate number <input style="width: 90%;" type="text"/>	Candidate name <input style="width: 90%;" type="text"/>

Details of review (Awarding Body, Qualification level, Subject title, component/unit)

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre’s files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: Date:

This form should be retained on the centre’s files for at least six months.