



St Ambrose Barlow RC High School

Headteacher: Ben Davis



Information for Candidates – Yr11 Leavers 2025 Results, Certificates and Appeals

Summer 2025 Version 1

Arrangements for Results Day - applicable to Yr11 Leavers 2025 Only

There are three ways to receive your exam results when they are released on Thursday 21st August this year.

1. Collect from school – school will be open between 09:00am and 11:00am.
2. Nominate an adult to collect them on your behalf
 - I. Send an email to hodgkinson.a@stambrosebarlowswinton.org with the name and address of the person aged 18 or over that will be collecting your results. *Email request to be sent from candidate's own email address.*
 - II. Write a signed letter including the words "I authorise <name> to collect my results". Sign and print your name on the letter and date it.
 - III. Give the letter to your nominated adult to bring with them when they come into school. They will also need to provide some ID upon collection.
3. Have them emailed. Please note however we cannot guarantee to send emails out before midday.
 - I. Send an email from your own email address to hodgkinson.a@stambrosebarlowswinton.org with details of the email address where you want us to send your results.

Please use the A6 entrance to come into school – you will not be able to enter via Ash Drive. Car parking is available if required.

Access to support on the day

Members of the senior leadership team and career staff will be available to provide support and guidance for any student who needs help or advice about their results, college places or apprenticeship options.

Concerns about results

When you receive your results, if you think that a grade is wrong, please speak to Mrs Johnson/Mr N Irwin in the first instance.

All students have the opportunity to appeal their grade although it is important to note that an appeal may result in a grade being lowered, staying the same, or going up. **So, if a student puts in an appeal and their grade is lowered, they will receive the lower grade.**

Please refer to the end of this document for further details on the appeals process.

Collection of Certificates – October 2025

Certificates, when received from the awarding organisations, will be issued to you during October 2025. We will contact you in the autumn term with full details of how to collect your certificates.

Upon receipt of your certificates, please ensure that they are stored safely as they are likely to be requested as proof of qualifications by universities, future prospective employers etc.

Exam boards no longer issue replacement certificates where originals have been lost or were not collected from school. Exam boards will issue a 'statement of results.' However, a substantial fee will be charged by each exam board for this service.

Unclaimed Certificates – November 2026

St Ambrose Barlow RC High School will retain certificates for a minimum period of 12 months from the date of issue. **However, we may destroy any unclaimed certificates in a confidential manner on or after the 30th November 2026 in accordance with the awarding body regulations.**

Review of Results services (RoRs)

Service 1 (Clerical re-check)

***Candidate consent form is required together with the appropriate fee prior to request of this service. This service will include the following checks:**

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

Service 2 (Review of marking)

***Candidate consent form is required together with the appropriate fee prior to request of this service.** The deadline for completion of this service is within 20 calendar days of the awarding body receiving the request.

This is a post results review of the original marking to ensure that the mark scheme has been applied correctly.

A marking error can occur because of:

- an administrative error;
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
- an unreasonable exercise of academic judgement

The awarding body will train its reviewers to conduct reviews of marking accurately and consistently.

Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above

Important information: The Candidate consent form must be signed by the candidate themselves. If St Ambrose Barlow RC High School 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 the 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.

You will not be able to revert back to the original grade you received on results day.

Deadlines to submit a request

Priority copy of script to support review of marking – 4th September 2025 (AQA)

Service 1 (Clerical Re-check) - 25th September 2025

Service 2 (Review of marking) – 25th September 2025

Post-results services: deadlines, fees and charges

Summer 2025

The post-results services available are:

- **Reviews of Results** (RoRs): Clerical re-check; review of marking; review of moderation; appeals
- **Access to scripts** (ATS): Access to marked examination scripts
- **Please note that fees are per unit/component and NOT the full qualification**

GCSE

Post-results service		Deadline (Final date for requesting)	AQA <u>fees and charges</u>	OCR <u>fees and charges</u>	Pearson <u>fees and charges</u>
	RoR Service 1 (Clerical re-check)	25 September 2025	£ 9.40	£ 11.50	£ 14.00 (£29.00 inc. copy of reviewed script)
	RoR Service 2 (Review of marking)	25 September 2025	£ 43.50 (inc copy of reviewed script)	£ 65.25	£ 50.00 (£65.00 inc copy of reviewed script)
	RoR Service 2P Priority (Review of marking)	21 August 2025	Not available for GCSE	Not available for GCSE	£ 60.00
	ATS Copy of script to support review of marking¹	04 September 2025	Free Priority request - received within 7 calendar days of request	Free	Free
	ATS Post RoR copy	25 September 2025	Copy of reviewed script included in Service 2	Copy of reviewed script to be made available by OCR after the review has been completed	£15.00

How to pay the fee:

The relevant fee can be paid in either cash or cheque made payable to St Ambrose Barlow RC High School. Please note that the cheque will not be cashed until the outcome of the review. In the event that the qualification grade changes the cheque will be returned as no fee will be payable. If however the grade remains the same then the cheque will be cashed at that point.

Please complete contact details below and ensure that you have read the 'Information for Candidates' before providing consent.

Email address of Candidate_____

Telephone number of Candidate_____

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	Centre name
33369	St Ambrose Barlow RC High
Candidate number	Candidate name

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

Awarding Body:	Qualification:
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

Email address of Candidate _____

Telephone number of Candidate _____



Candidate consent form for access to and use of examination scripts

AQA

OCR

Pearson

WJEC

Centre number 33369	Centre name St Ambrose Barlow RC High School
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.