



ST RICHARD'S  
CATHOLIC COLLEGE

**RESULTS & POST  
RESULTS  
EXAMINATIONS  
GUIDANCE FOR PUPILS,  
PARENTS AND CARERS**

**AUGUST 2025**

## AFTER THE EXAMINATIONS

This information is to help you with valuable advice for examinations held at  
St Richard's Catholic College

**Please retain this document for future reference.**

If you have **ANY** queries or require further information, please contact  
Mrs Fletcher, Exams Office,

01424 731070 ext:116 – [mrsfletcherd@strichardscc.com](mailto:mrsfletcherd@strichardscc.com)

### Notification of Results

GCSE results will be available for collection on:

Thursday 21<sup>st</sup> August 2025 from **9am – 11.30 am**

Members of staff will be on hand to provide support and guidance to pupils who require it.

If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation (email is fine) to Mrs Fletcher before results day. The person collecting the results will need to bring a form of ID with them.

If, for unavoidable reasons, you are unable to come to school on results day, results can be emailed. Please contact Mrs Fletcher to discuss extenuating circumstances. Requests for results to be emailed must be received by the last day of the summer term, Friday 18<sup>th</sup> July. Mrs Fletcher will be unable to process requests if received on results day.

Emails will be sent once all pupils collecting results have departed. Mrs Fletcher will endeavour to despatch all emailed results by 1.00 pm on results day.

Any results not collected will be posted 2<sup>nd</sup> class, on results day, to the home address held by the school. Please notify the school, before the end of the summer term, if the home address will need updating.

## Statement of Results

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.

The first column will show an **OVERALL** grade from **1-9**. There will also be a column showing 'Mark Equivalent', this will be your combined score across all papers taken. Any NEA scores will also be part of the combined figure. Grade boundaries are available from Exam Board websites on results day and will help inform any decisions regarding Reviews of Marking. Please note, in previous years this mark has been omitted from the English Language column and is replaced with the grade for the English Spoken Endorsement. Should you require your English Language score please speak to Mrs Fletcher.

Those pupils taking Combined Science, please be aware that the grades appear as a double digit number. This equates to two GCSEs in this subject. For example, a grade of '54' is actually a grade 5 and a grade 4.

(Example of Statement of Results available see Appendix E)

In many cases, colleges may ask to see your statement of results and it will continue to be of use moving forward.

## Enquiries About Results

All requests for Post Results Services must be made through school. The Awarding Bodies will not accept private applications. You must discuss your concerns with a member of staff, preferably the Subject Leader. If, after discussion, you still wish to query a result, it is possible to have a 'Service 2 Review of Marking'. You will be charged for the Review of Marking **UNLESS** the grade for that paper is changed. The school must receive a pupil's written consent before proceeding with any Enquiry About Results.

In the school's experience it is rare for marks to change upwards by more than a marginal amount. However, the school reviews the marks your son/daughter and others have achieved and will advise you if we feel there is an anomaly and that the paper should be reviewed. In the event that we feel a candidate has been marked wrongly the school itself will request a review of all those papers (with pupil agreement).

Mrs Fletcher is able to download exam scripts on results day, with signed pupil consent. Consent forms are available on results morning, once pupils have collected their results. This is a free service and we would always suggest taking advantage of this prior to pursuing a Review of Marking. Teachers will take a look at the exam papers and then advise accordingly as to how to proceed.

### **SERVICE 1- Clerical Check**

This service includes the following checks:

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks

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 10 calendar days of the exam board receiving the request.

### **SERVICE 2 - Review of Marking**

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers **WILL NOT** re-mark the script. The deadline for completion is within 20 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
- A copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service, if requested

The deadline for completion is within 20 calendar days of the Awarding Body receiving the request.

### **ATS (Access to Script)**

A copy of the original exam script. It is possible to request a priority ATS before choosing to pursue a further service. It is advisable to make these applications as soon as possible, in case a Service 2 is required.

#### **FEES AND DEADLINES**

<b>Exam Board</b>	<b>Service 1 DEADLINE 25-Sep-25 Clerical Check</b>	<b>Service 2 DEADLINE 25-Sep-25 Mark Review</b>	<b>Priority ATS DEADLINE 5-Sep-25 Access to Scripts (copy)</b>	<b>ATS DEADLINE 25-Sep-25 Access to Scripts</b>
AQA	£9.40	£43.50	Free	Free
Pearson Edexcel	£14	£50	Free	Free
OCR	£11.50	£65.25	Free	Free
WJEC	£11	£43	Free	Free

Fees are per paper, not per qualification.

**Please be aware that a Clerical Check or Mark Review can result in a grade going down as well as up.**

Should you decide to proceed with a result enquiry, please contact Mrs Fletcher who will issue consent forms and payment details. All forms must be signed by the pupil. It is acceptable for a scan or photograph of the form to be emailed to Mrs Fletcher, but it must include the pupil's signature.

Mr Barber and senior members of staff will be available to discuss any concerns on results day, **Thursday 21<sup>st</sup> August** and **on the morning of Friday 22<sup>nd</sup> August**. Emails will be checked frequently between these dates and the start of the new academic year.

## **Certificates**

Certificates are received in school by the beginning of November. These will then be distributed at Certificate and Prize Giving evening on, Thursday 13<sup>th</sup> November. Pupils, parents and carers will be notified of arrangements for the evening in due course.

Should you be unable to attend the presentation evening, certificates will be held in the school reception for collection. We are unable to give certificates to a third party without written consent. JCQ regulations state that certificates should be kept for twelve months. If they remain uncollected they may be disposed of securely. (Appendix C).

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 will only issue a Statement of Achievement; they no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood. This currently costs in the region of £40-£50 per 'Statement of Achievement'.

## Appendix A – Clerical re-checks, reviews of marking and appeals – Candidate consent form



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

### Clerical re-checks, reviews of marking and appeals

#### 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
Candidate number	Candidate name

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



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

### ACCESS TO SCRIPTS

#### Candidate consent form for use of examination scripts

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

Tick **ONE** of the boxes below:

- ☐ **If any of my scripts are used in the classroom I do not wish anyone to know it is 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.***

## Appendix C



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.

JCQ  
April 2007



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

## **Examination certificate security**

### **June 2007 and Subsequent Examinations**

The JCQ Awarding Bodies through their respective Irregularities and Appeals Committees have for a number of years been aware of the issue of certificate forgeries. In terms of the number of certificates produced and subsequently distributed to students each year, the issue remains small. Nevertheless, we feel it is pertinent to highlight this issue to Further and Higher Education establishments, as well as to potential employers. Additionally, it is important to reassure such users of certificates of the proactive steps being taken by awarding bodies to counter the problem of forgery of examination results documentation.

Over recent years awarding bodies have been able to take advantage of new printing technologies. As a consequence, candidate statements of provisional results and examination certificates now contain a number of inbuilt security features. The collective aim of the awarding bodies has been to eradicate the falsification of examination results documentation and thus prevent persons from gaining an unfair advantage, whether in the field of further education or employment.

Where an educational establishment or prospective employer has a concern over the authenticity of an examination certificate which has been presented to them, clarification should always be sought from the awarding body that issued the certificate.

All awarding bodies are able to offer a verification service, whereupon the candidate's examination results, as originally issued, can be confirmed.

A Certifying Statement of Results may be supplied to a third party such as a potential employer upon request, and is frequently requested by official bodies in preference to documents held by the candidate himself/herself. Individual awarding bodies should be contacted for details of the cost associated with this service.

Awarding Body contact points:

Awarding Body	Contact Points
AQA	Telephone Number: 0161 953 1180 E-mail: <a href="mailto:Examsrecords-N@aqa.org.uk">Examsrecords-N@aqa.org.uk</a>
CCEA	Mr.P.Macauley, Telephone Number 02890 261262 E-mail: <a href="mailto:pmacauley@ccea.org.uk">pmacauley@ccea.org.uk</a>
Edexcel	Telephone Number: 0870 240 9800 Fax Number: 020 7190 5722 (GCE/GCSE) Fax Number: 020 7190 5471 (BTEC/GNVQ/NVQ) <a href="http://www.edexcel.org.uk/studying/certificates/">www.edexcel.org.uk/studying/certificates/</a>
OCR	Telephone Number: 01223 553998 Fax Number: 02476 471205
WJEC	Telephone Number: 029 2026 5130 Fax Number: 029 2026 5090

**Candidate Statement of Results**

Season: Summer GCSE 2023

Series: (All)

Name: John Jones

Year: (11)

Candidate Number: 1000

Reg Group: (11F)

UCI: 100005555666888J

ULN: 1234567890

**Exam Results**

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	54		125			
EDEXL/GC	GCSE/9FC	1HIADC	History A Option	6		85			
EDEXL/GC	GCSE/9FC	1MA1F	Mathematics Option H	7		146			
EDEXL/GC	GCSE/9FC	1RA0ZZ	Religious Studies A Option ZZ	8		129			
AQA	GCSE/9FC	8658F	French Tier F	5		162			
AQA	GCSE/9FC	8700	English Language	5		D			
AQA	GCSE/9FC	8702PM	English Literature	8		101			
AQA	GCSE/9FC	8582	PE	5		146			