



**AS level students.**  
**Please read this letter carefully before you leave.**

**August 2010**

**Dear student,**

This letter contains **important information!**

I hope you have done well in your exams. If you have not, here is some guidance on what to do.

You may know that you did not do well in a particular exam and that your result, although disappointing, is fair. However, if you are seriously concerned that your grade may not be correct (e.g. two grades lower than your estimated grade **and** not what you expected after taking the exam), this is what you can do:

**Enquiries after Results(EARs)**

- You can obtain a photocopy of your script to decide whether you want to appeal or not. Application for a photocopy has to be made on **Friday 20th or Monday 23rd August between 10.00 am and 12.00 noon.** *These are the only days that you can apply for a photocopied script.* Collect an 'Access to Scripts' form from the exams office and hand to Mrs Cottle with the required fee of **£11.50** per script.
- If you then decide to ask for your paper to be re-marked, **you** will need to pay a further fee of **£43** per subject. Make any cheques payable to "Hayesfield School". N.B. You might wish to obtain a photocopy of your script before committing yourself to a re-mark.
- The actual application for a photocopy or a re-mark has to be applied for by the school exams officer.
- Your script(s) will be available to collect from the Exams Office. They usually arrive within a week of application. **The 10th September** is the latest they will arrive. If, upon receipt of the photocopy script(s), you wish to apply for a re-mark, and you must contact the Exams Office *immediately*.
- The deadline for re-marks is Friday 10 September 2010.
- **It is essential to note that grades for all qualifications may be lowered** in addition to being confirmed or raised. If a grade is raised then a refund will be issued. N.B. You might wish to obtain a photocopy of your script before committing yourself to a re-mark.

**Re-sitting Units**

It may be possible for you to re-sit some of your first year units in January 2011. Please consult your subject teacher for the details of units available for re-sit in January, during the first week of the September term.

Please note **YOU** are responsible for applying for any re-sits you wish to take. A form is available for the purpose from the Exams Office. Once you have decided which if any, re-sits you wish to sit, fill in the form as fully as possible and take it to the exams office with the relevant fee by 17<sup>th</sup> September. Any request after this date will incur extra costs.

## Advice on Year 13 subject choices.

If you have failed any exams or require advice about your Year 13 subject choices or career choices, you should see Mrs Banks, Head of Sixth Form. She is available today and tomorrow between 10.00 am and 12.00 noon. Remember, the Connexions Service is also available to give information, advice and guidance on 01225 461501.

## Certificate Afternoon and collecting your certificates.

Your certificates will be given out at a **Special Afternoon Presentation (date to follow)**.

This is a happy event for all of you to share with friends and teachers and the *best opportunity to collect your certificates*.

**You may collect your certificates at the *Afternoon Presentation* or after that date from the exams office.**

The policy of the Awarding Bodies is that any unclaimed certificates are destroyed after one year! You are **warned** that the Awarding Bodies charge large fees for dealing with lost or unclaimed certificates. Employers, now and in the future, will wish to see your certificates when you apply for a job.

## **Collect your certificates and keep them safe.**

The school regularly receives calls from former students who are desperate to obtain certificates or exam details. We refer them to the Examining Awarding Bodies in most cases.

## 6. Fees

<b>SERVICE</b>	<b>REQUEST DEADLINE</b>	<b>FEE PAYABLE</b>
Access to Photocopied Scripts	Requests only available on <b>Friday 20<sup>th</sup> and Monday 23<sup>rd</sup> August</b> between the hours of 10.00am and 12 noon	£11.50 per script
1 Clerical Check per unit/module	Friday 10 September 2010	£15.00
1 Clerical Check with photocopies scripts-per unit/module	Friday 10 September 2010	£27.00
2 Re-mark -per unit/module (non-priority)	Friday 10 September 2010	£43.00
2 Re-mark –Full with photocopies scripts-per unit/module (non-priority)	Friday 10 September 2010	£55.00

Yours faithfully,

*D. J. Cottle*

Mrs Debbie Cottle  
Examination Officer