



GCSE Results Day
Thursday 25th August 2011



Please read this letter carefully before you leave.

Dear student,

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), you can.

1. Request a “Review of Marking”

You may ask for your paper to be re-marked. This application has to be made to Mrs Cottle, Exams Officer at school, by **Friday 16th September 2011**.

- For a “*Review of Marking*”, which means another examiner will mark your script to check if the original marks are accurate, the fee is £63.

Please consider this option carefully, as your grade may go down as well as up. If a grade is raised then a refund will be issued. No request will be taken without the accompanying payment. Cheques payable to ‘Hayesfield School’ please or pay via ParentPay (Option ‘GCSE Review of Marking’)

2. Re-taking Units

It may be possible for you to re-take some of your GCSE modules in November 2011, either once you are in sixth form or as an external student. Please contact Mrs Cottle in the Exams Office, 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 or the school website. Once you have decided which, 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 16th September 2011** Cheques payable to ‘Hayesfield School’ please or pay via ParentPay, Option ‘GCSE Re - take’. (small credit card fee applies). Any request after this date will incur extra costs.

3. Advice about Sixth Form choices.

If you require advice about sixth form choices, you should see Mrs Banks, Head of Sixth Form. She is available today and tomorrow from 10.00 –12.00noon to meet you to discuss your position. Remember, the Connexions Service is also available to give information, advice and guidance (telephone number 01225 426151).

4. Certificate Presentation Evening and collecting your certificates

Your certificates will be given out on our **special presentation evening on Tuesday 22nd November**. We very much hope that you will attend; your invitation to this evening will be sent to you in the autumn term.

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 certificate evening 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. Replacement certificates cost £34 and you will receive one from each Awarding Body (potentially 4). 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.

5. Fees

SERVICE	REQUEST DEADLINE	FEE PAYABLE
Review of Marking-per unit	Friday 16 September 2011	£63.00 <i>Cheques payable to 'Hayesfield School' please or pay via ParentPay (Option 'GCSE Review of Marking')</i>
GCSE module re-sits in November 2011	Friday 16 September 2011	£10.00 <i>Cheques payable to 'Hayesfield School' please or pay via ParentPay (Option 'GCSE Re - take')</i>

If you have any queries or concerns please visit Mrs Cottle in the Exams Office or call 01225-426151, or email exams@hayesfield.com. She will be available from 17th August until 26th August and then again from Thurs 1st September 2011.

Copies of all forms described above are available from the Exams Office and the school website.

Yours faithfully,

D. J. Cottle

Mrs Debbie Cottle - Examination Officer.

✉ exams@hayesfield.com,

☎ 01225 426151