



A 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 **Thursday 19th or Friday 20th 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, you must contact the Exams Office immediately.
- The deadline for re-marks is Friday 10th 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.

There is an express service for those candidates whose university places may depend on the outcome of an enquiry.

(A photocopy of your script will be sent **with** the outcome of the enquiry.)

The charge for this is £56 payable to "Hayesfield School"

Mrs Cottle will be in school tomorrow, Friday 20th August, in the exam office from 10.00 to 12.00 if you want an application for a photocopy to be made or you wish an express service enquiry. Enquires will not be accepted without the required fee. Remember, cheques must be payable to 'Hayesfield School'.

What to do if you want advice about your University or College place.

If you require advice about your university, college or career choices, you should see Mrs Banks, Head of Sixth Form. She is available today and tomorrow between 10.00 am and 12noon. Remember, the Connexions Service is also available to give information, advice and guidance on 01225 461501.

Certificate Evening and collecting your certificates

Your certificates will be given out on our **Special Reunion evening on 16th December 2010**. We very much hope that you will attend; your invitation to this evening will be sent during the autumn term. Please make sure we have a current address for you.

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 Reunion 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. 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.

Fees

<u>SERVICE</u>	<u>REQUEST DEADLINE</u>	<u>FEE PAYABLE</u>
Access to Photocopied Scripts	Requests only available on Thursday 19th, Friday 20th or Monday 23rd August between the hours of 10.00am and 3.00pm	£11.50 per script
1 Clerical Check per unit/module	Friday 10 th September 2010	£15.00
1 Clerical Check with photocopies scripts-per unit/module	Friday 10 th September 2010	£27.00
2 Priority re-mark per unit/module	Requests only available on Thursday 19th, Friday 20th or Monday 23rd August between the hours of 10.00am and 3.00pm	£50.00
2 Priority re-mark – with photocopies scripts-per unit/module	Requests only available on Thursday 19th, Friday 20th or Monday 23rd August between the hours of 10.00am and 3.00pm	£62.00
2 Re-mark -per unit/module (non-priority)	Friday 10 th September 2010	£43.00
2 Re-mark –Full with photocopies scripts-per unit/module (non-priority)	Friday 10 th September 2010	£55.00

Yours faithfully,

D. J. Cottle

Mrs Debbie Cottle
Examination Officer.