



GCE Results Day - AS Level students.

Thursday 18th 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.

Converting UMS marks

For help understanding your results, here is a useful UMS converter
<http://web.aqa.org.uk/UMS/index.php?id=04&prev=01>

Once the Grade Boundary reports are issued by the Exam Boards these will be available also on their websites, and of course at the Exams Office at school.

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:

1. Get a copy of your marked scripts and then perhaps ask for a 'Review of Marking'

- You can obtain a photocopy of your script to decide whether you want to appeal or not. Application for a photocopy has to be sent to Mrs Cottle by **Wednesday 24th August**.

Collect an 'Enquiry about Results' form from the exams office, or download from school website and hand or send to Mrs Cottle in the Exams Office with the required fee of £12.00 per script. Make any cheques payable to "Hayesfield School" or pay online via ParentPay selecting option "A level – return of exam script – photocopy".

- Your script(s) will be available to collect from the Exams Office. They usually arrive within two weeks of application and will be available to collect from school from Thurs 1st September.

If, after analysing your script, and perhaps after advice from the subject teacher, you wish to apply for a 'Review of Marking', and you must contact the Exams Office, complete a form and pay a further fee of £40 per unit.

The deadline for 'Review of Marking' requests is **Friday 16th September 2011**.

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. N.B. You might wish to obtain a photocopy of your script before committing yourself to a 'Review of Marking'. No request will be taken without the accompanying payment.

2. Re-taking Units

It may be possible for you to re-take some of your first year units in January 2012. Please consult your subject teacher for the details of units available for re-take 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, re-takes you wish to sit, fill in the form as fully as possible and take it to the exams office with the £22 fee by 16 September 2011. Any request after this date will incur extra costs. Make any cheques payable to "Hayesfield School" or pay online via ParentPay – Option "A level – Resit" – cost of £22.30 per unit.

The policy of the Trust is to charge a standard £22 per "Resit" entry. Entry Requests will not be accepted without the accompanying fee.

3. 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.

4. Fees

SERVICE	REQUEST DEADLINE	FEE PAYABLE
Access to Photocopied Scripts	Wed 24 th August 2011	£12.00 per script Make any cheques payable to "Hayesfield School" or pay online via ParentPay selecting option "A level – return of exam script – photocopy".
2 Re-mark -per unit (non-priority)	Friday 16 th September 2011	£40.00 Make any cheques payable to "Hayesfield School" or pay online via ParentPay selecting option "A2 & AS level – Review of Marking"
AS unit re-sits in January 2012	Friday 16 th September 2011	£22.00 <i>Cheques payable to 'Hayesfield School' please or pay via ParentPay (Option 'AS& A2 Re - take')</i>

If you have any queries or concerns please email Mrs Cottle in the Exams Office at exams@hayesfield.com or call 01225-426151. She will be available at various times from 17th August until 26th August and will reply to your emails, 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