



Merchant Taylors'
School

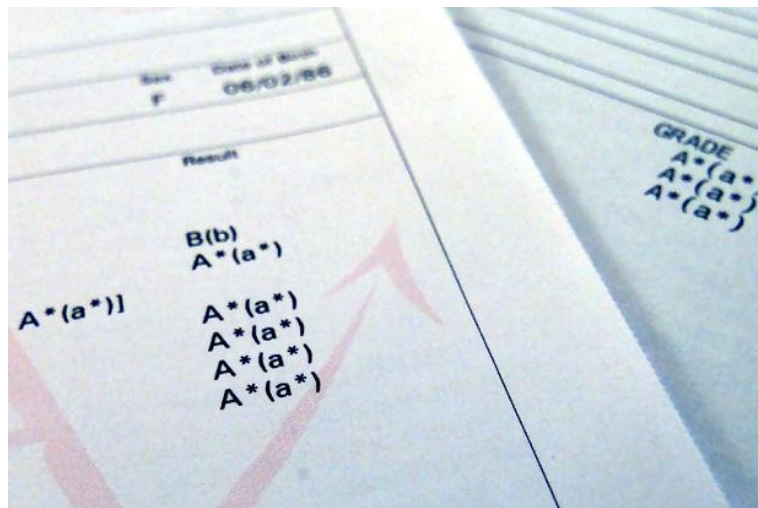
Ambition | Character | Excellence

Merchant Taylors' Boys' School

GUIDANCE FOR STUDENTS & PARENTS

Results and Post-Results

Centre Number: 34625



This guide aims to give valuable advice for examination results received by candidates at Merchant Taylors' Boys' School.

Please read this document carefully and retain it for future reference.

If you have any questions or concerns, please contact the Examinations Officer:

Mrs J Blease - j.blease@merchanttaylor.com

CONTENTS

CONTENTS.....	2
ARRANGEMENTS FOR RESULTS DAYS.....	3
Notification of results	3
STATEMENT OF RESULTS (example)	4
POST RESULTS SERVICES.....	5
Enquiry About Results (EARs)	5
Deadlines	6
CERTIFICATES.....	6
APPENDIX.....	7
Appendix A – post-results services flowchart	7

ARRANGEMENTS FOR RESULTS DAYS

Notification of results

A Level:

Results will be sent electronically at 8:00am via email to your **school email account** on **Thursday 18 August 2022**.

Staff will be available in school, in the Williams Hall, from **8:00am** to deal with any specific exam / UCAS / careers related guidance you may require. All students and parents are welcome to join in the celebrations; refreshments will be served throughout the morning in the Clock Tower Foyer.

GCSE:

Results will be sent electronically at 8:00am via email to your **school email account** on **Thursday 25 August 2022**.

Staff will be available in school, in the Williams Hall, from **8:00am** to deal with any specific exam / Sixth Form / careers related guidance you may require. All students and parents are welcome to join in the celebrations; refreshments will be served throughout the morning in the Clock Tower Foyer.

An envelope containing a hard copy of the Statement of Results and Awarding Body breakdowns will be available in school to collect on the day by the candidate. Uncollected envelopes will be kept in school until September after which they will be disposed of securely.

Results will not be given out to anyone but the candidate unless special prior agreement was given.

STATEMENT OF RESULTS (example)

On results day you will receive a 'Statement of Results'. **This is not your final results certificate.** The statement lists all the exams you have taken and any components within the qualification.

A capital letter indicates an **overall** grade. Endorsement grades are listed:

P = Pass / M = Merit / D = Distinction.



Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' Boys' School

186 Liverpool Road,
Crosby
Liverpool
L23 0QP

0151 928 3308

Centre Number 34625

Statement of Provisional Results

STUDENT NAME

Candidate No: 1234

UCI: xxxxxxxxxxxxxx

Gender: **Male**

Date of Birth: xx/xx/xxxx

XXXXX@merchanttaylors.com

Full Course	Mark	Grade
8201 Awarding Body: AQA ART & DESIGN (ART,CRAFT & DES)	CERTIFICATION	8
8464 Awarding Body: Cambridge IGCSE COMBINED SCI	CERTIFICATION	A*
8552 Awarding Body: AQA DESIGN AND TECHNOLOGY	CERTIFICATION	6
8700 Awarding Body: AQA ENGLISH LANGUAGE	CERTIFICATION	8
8702 Awarding Body: AQA ENGLISH LITERATURE OPTION NM	CERTIFICATION	8
8365 Awarding Body: AQA FURTHER MATHEMATICS	CERTIFICATION	7
8035 Awarding Body: AQA GEOGRAPHY	CERTIFICATION	7
8698 Awarding Body: AQA SPANISH TIER H	CERTIFICATION	6

End

POST RESULTS SERVICES

Enquiry About Results (EARs)

All Enquiries About Results (EARs) should first be discussed with the relevant Head of Department who will advise on the viability of such a request. The “Enquiry About Results Form” should then be completed and signed by the candidate (hard copies will be available in school on the day and via a link sent with the statement of results email). The EAR will only be processed by the Exams’ Office once payment has been made via the Evolve link shared with you at the time.

Please be aware that marks and grades are not protected and can do down as well as up. Whilst ultimately it is the candidate’s decision whether they want their papers reviewed or not, please seek advice prior to submitting.

Enquiry About Results categories are as follows:

SERVICE 1 (clerical check) – *we seldom recommend this service*

This service includes the following checks:

That all parts of the script have been marked. The totalling of marks. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable (indicate on form). 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 20 calendar days of exam board receiving request.

SERVICE 2 (mark review)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

The deadline for completion is within 30 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;
- if requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed A Level Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise centres of the mechanism by which reports may be requested).

PRIORITY SERVICE 2P (mark review)

This service is as Service 2. However, it is only available if a GCE A Level candidate’s place in higher education is dependent on the outcome. Any applications not meeting these criteria will be treated as normal Service 2 requests. The deadline for completion is within 18 calendar days of the awarding body receiving the request.

ATS (access to script)

A photocopy or the original of the student’s script. There is also a priority ATS service.

Deadlines

Candidates must submit their applications for post-results services to the Exams Office by the following deadlines:

Deadlines by type of service:	Service 1	Service 2P	Service 2	Priority ATS	ATS
	DEADLINE	DEADLINE	DEADLINE	DEADLINE	DEADLINE
	29-Sep-22 (noon)	25-Aug-22 (noon)	29-Sep-22 (noon)	01/09/2022 (A Level) 08/09/2022 (GCSE) (noon)	29-Sep-22 (noon)
	Clerical Check	Priority Mark Review	Mark Review	Priority Access to Scripts	Access to Scripts

CERTIFICATES

Certificates are received by school in November and will be available for collection from Reception in the Lodge. They will need to be collected and signed for by candidates at their earliest convenience.

JCQ regulations state that certificates should be kept for 12 months.

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 no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood; they will only issue a Statement of Achievement. This currently costs in the region of £40.00 per 'Statement of Achievement'.

APPENDIX

Appendix A – post-results services flowchart

Which post-results service do you require?

