

MAIDSTONE
GRAMMAR
SCHOOL
FOR GIRLS

**EXAMINATION
POST RESULTS
BOOKLET
2008/09**

For students and parents.

A guide to the Post
Results Services

Post Result Services to MGGS students

Firstly I would like to congratulate you on receiving your results. After months of hard work you finally have that all important slip of paper in your hand.

This booklet has been compiled to help you make decisions about the services that are available to you from the exam boards and any financial implications they may have.

All of the examination boards offer the same services should you feel unhappy about the outcome of your results or wish to review your examination papers again.

Please read through the relevant section carefully and fill in the appropriate form at the back of the booklet.

When deciding on a re-mark a few basic principles need to be applied. Look carefully at the mark you have been awarded. Is it close to the next grade boundary? (see page 2). If the mark awarded is a long way from the next grade boundary or will not make any impact on the overall grade you need to consider carefully the value of the re-mark. However if the mark is very close to the next boundary a re-mark may well be of benefit. **Please be aware that the outcome of a review of marking can result in your grade being the same, raised or lowered.**

If the unit mark or grade awarded is not what you or your teacher were expecting but you are a long way from the next grade boundary a re-sit may be considered. A re-sit will allow you to enter the same unit again at the next available exam series.

If in doubt please seek advice from a member of the teaching staff or the Exams Office.

Kind regards

Mrs L Long
Examination Manager

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Uniform Mark Schemes

AS and A2 candidates will have a results slip that have will have the uniform marks attained for each unit on them. Please refer to the table below when considering a review of marking.

GCE AS & A2 Level

The maximum uniform mark for the subject and the minimum uniform mark required for each grade of a Subject Award are:

	Max UMS	A	B	C	D	E
AS	300	240	210	180	150	120
A2	600	480	420	360	300	240

If you have any further question please contact the Exams Office.

Key Dates 2009

January 2009 GCE AS & A2

Results Released (Small Hall 11.00am)	16 th March 2009
Last day for Photocopy script requests	20 th March 2009
Last day for Priority service requests	Not Available
Final date to submit results enquiries	14 th April 2009
Last day for Original script requests	14 th April 2009

Date by which the school should have received photocopy scripts
3rd April 2009

Date by which the school should have received original scripts
9th June 2009

June Series 2009 GCE AS & A2

Results Released (Main Hall 10.15am)	20 th August 2009
Last day for Photocopy script requests	28 th August 2009
Last day for Priority service requests	28 th August 2009
Final date to submit results enquiries	20 th September 2009
Last day for Original script requests	20 th September 2009
Last day for Claiming AS Grades	20 th September 2009

June Series 2009 GCSE

Results Released (Main Hall 10.15am)	27 th August 2009
Last day for Photocopy script requests	Not available
Final date to submit results enquiries	20 th September 2009
Last day for Original script requests	20 th September 2009

Please do not leave the submission of an EAR form until the deadline date. While we will do our best to process all applications the deadlines shown above are final. ANY REQUEST WILL NEED TO BE WITH THE EXAMS OFFICE BY 4PM ON DEADLINE DATE.

Enquiries about Results (EAR's)

The Awarding Bodies offer the following services for GCE and GCSE examinations.

Service 1 (Clerical re-check)

The service offers a re-check of all clerical procedures leading to the issue of result. These are often picked up on the return of photocopy scripts. This service is not available once an original script has been requested.

- Fill in the MGS Results enquiry form.
- Attach relevant payment.
- Must be returned to the school by (see Key Dates)
- Target for completion 20 days from when the awarding body receive the request.

Award	Edexcel	OCR	AQA	WJEC
GCSE	£10.00	£11.60	£6.20	£15.00
AS A2	£10.30	£11.60	£12.40	£7.50
GCSE inc. copy script	TBC	£22.60	£17.10	£25.50
AS A2 inc. copy script	£17.00	£22.60	£23.30	£17.00

Prices based per GCSE exam/module or AS or A2 Unit

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

Service 2 (Post-results review of marking)

This service, also known as a **re-mark**, offers a review of the original marking of externally assessed components of a unit or linear specification to ensure that the agreed mark scheme has been applied correctly.

- Fill in the MGS Results enquiry form
- Attach relevant payment
- Must be returned to school by (See Key Dates)
- Target for completion 35 days after the awarding body receive the request.

Award	Edexcel	OCR	AQA	WJEC
GCSE	NA	£57.80*	NA	NA
GCSE/paper	£23.20	£33.10	£30.60	£43.00
AS A2	£36.00	£33.10	£40.40	£32.00

Prices Based per GCSE exam or AS or A2 Unit

- * OCR GCSE - for specifications that contain only one external element the full specification fee will apply.

This service will include:

- The clerical re-checks detailed in Service 1
- A review of the marking

Priority Service 2 (Post results review of marking) Available June only

Award	Edexcel	OCR	AQA	WJEC
AS A2 inc. copy script	£49.00	£51.50	£55.30	£47.50
AS A2	£41.20	£41.00	£46.60	£38.00

Prices Based per AS or A2 Unit

This is a service 2, but is only available if the following criteria are met.

- The enquiry is about a GCE unit.
- A candidate's place in further/higher education depends on the outcome. ie. Year 13 only.
- The target for completion is within 20 days of the awarding body receiving the request.
- Fill in the MGGS enquiry about results form
- Attach the relevant payment
- Return to school by 28th August 2009.

Service 3 (re-moderation of the original sample of centre assessed coursework)

Coursework is marked internally and then a sample is moderated externally by the exam board. A remark for coursework can only be submitted if the exam board revise the original school submitted marks. A re-submission of coursework for moderation is not available to individual candidates.

This service can only be initiated from the school. Please see your subject teacher.

Waiving of Enquiry About Results (EAR) fees.

- For candidates who have been awarded an overall subject grade in the subject concerned, GCSE and A2 qualifications, fees will be returned if the outcome of the EAR leads to a change in overall subject grade.
- For candidates who have not been awarded an overall subject grade, AS Levels, in the subject concerned, fees will be returned where the EAR leads to a significant change that would have impacted on an overall grade at that level. Change in unit marks will not automatically trigger a refund if the change of marks is not significant.

Access to Scripts

Awarding bodies have two services they provide for access to candidates written papers.

Award	Edexcel	OCR	AQA	WJEC
Original	£7.75	£8.50	£8.55	£6.50
Priority Photocopy	£10.30	£11.10	£10.90	£9.50

Photocopies of scripts are only available for GCE units and for a limited time. Complete the EAR MGGS 2 form Access to Scripts and attach the relevant payment. See Key Dates for deadlines.

Original script requests have a deadline of 20th September. After this time the awarding bodies will not release any papers from the previous season. Complete the EAR MGGS 2 form Access to Scripts

Declining Grades

Changes in the Examination system means General Qualification grades do not need declining.

Grade Claims

If you have not received an overall grade for the qualification you have completed please see the exams office as soon as possible.

Re-sits

The school will support the opportunity for students to re-sit AS and A2 units. GCSE re-sits can only be authorised by the Head Teacher. The actual timing of the re-sit either in January or in the following May/June series is at the discretion of the school. We will of course endeavour to consult all parties. Please be aware MGGS does not run a November series except for GCSE Science re-sits. Not all subjects/units are available to re-sit in the following season.

Students continuing to study at MGGS will be approached at a later date about their re-sit options. Re-sit entries are subject to private entry charges. Please see the re-sit form for details of the examination board charges. Entries for re-sits cannot be accepted without full payment.

Refunds

Refunds are not available for EAR applications once processed. Refunds due as a result of a change in overall GCSE or A2 grade will be by cheque from the school and sent to the home address of the student. All

refunds will be processed after the Post results service closes or the last review has taken place.

EAR Application Process IMPORTANT!

- (1) Fill in the appropriate form and take it to the finance office or outlet with the correct payment.
- (2) Get the form signed by finance to show payment has been received. Retain the financial receipt.
- (3) Take the form directly to the exams office where a receipt will be given to you for your records.

The school cannot accept any liability for lost forms or those reaching the exams office after the deadline dates (see Key dates)

Payments for EAR's and Resits

All Payments must be made in full at the time of application. Applications for EAR's must have the correct payment attached before they can be processed.

All payments must be submitted to the finance department either through the schools outlet or at the finance office before the deadline date.

Forms must be signed to say payment has been received before they can be processed.

Payments can be made to the school by cheque, made payable to MGGS. Credit or debit card using the attached slip or by cash.

Payments for re-sits must be made in full before entry can be submitted. Re-sit forms will be made available at appropriate times.

Payments for Private entries

Payments for private entries must be made in full before entry can be submitted. Private entries can be submitted on the re-sit/private entry form and will be made available at appropriate times.

If you are considering sitting an examination for a subject not taught in school please come and speak to the exams office. The school aims to support any private entries by its students however, individual examinations will need consideration for their suitability for this centre. Please be aware a small administration charge will be added for any private entries.

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ENQUIRIES AND APPEALS ABOUT RESULTS

Information for candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry or appeal, you must complete and sign the form overleaf. This tells the Head of Centre/Examination Officer you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

If you would like to discuss these options in more detail or wish to seek advice please don't hesitate to contact me.

Yours sincerely

Mrs Long
Examination Officer
01622 752103 x 210

Enquiry about results
Candidate Consent FormCentre Name: Maidstone Grammar School for GirlsCentre Number: 61717 Candidate number: _____

Candidate Name: _____ Form: _____

Contact telephone number: _____

Details of enquiryExam Board: **Edexcel / AQA / OCR** (please circle) Copy Script required? **Yes No**

Subject title _____ Unit no. or description _____

Please circle the service applied for.**Cheques are made payable to MGGS**

Service 1	Service 2	Priority Service 2
Clerical Check	Review of marking	Review of marking
	Remark	Remark Year 13 only

For further details of each service and cost see the MGGS post results booklet.

I give my consent to the Head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving my consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded to this subject.

Signed: _____ Date: _____

1) Take this form together with payment to the outlet or finance office. The finance office will then sign that the payment has been received.**2) Bring this form once signed by finance to the exams office where you will receive a receipt. DO NOT LEAVE THIS FORM ANYWHERE ELSE.**

Office Use: Date Submitted: _____ Date confirmed _____

Payment received £ _____ Yes/No finance signatory _____ Date _____

Request for Remark receipt

Students Name _____ Form _____

Remark of (subject) (1) _____

(2) _____

Received (date) _____ Signed _____