

July 2022

Important Information for students collecting results in August

Dear Students
CC: Parents / Carers

We are writing to inform you of some key dates and events for Results and Certificate Collections. Please carefully read and note these dates in your diary / calendar.

Results Days

Qualification type	Date and Venue	Times
GCE (AS, A-Levels and Level 3 qualifications)	18/08/2022 Sports Hall	9:00am – 11:00am (Results will be emailed to your Grey Court email address later in the day)
GCSE and Level 1/2 qualifications	25/08/2022 Sports Hall	9:00am – 11:00am (Results will be emailed to your Grey Court email address later in the day)

Arrangements for results day(s)

GCE and Level 3 students: You are invited to collect your results in person on **18/08/2022** between **9am and 11am**. Collection will be from the Sports Hall. Your results envelopes will be in alphabetical order according to your surname, please provide your details and sign for your results and then exit the sports hall using the doors leading onto the playground. Many of the Grey Court staff including Bernie Corrighan, our Careers Advisor; Ms McNicol our Higher Education officer, Sixth form teachers and our Senior Leadership Team will be on hand to provide tailored advice, guidance and reassurance.

GCSE and Level 2 students: You are invited to collect your results in person on **25/08/2022** between **9am and 11am**. Collection will be from the Sports Hall. Your results envelopes will be in alphabetical order according to your surname, please provide your details and sign for your results and then exit the sports hall using the doors leading onto the playground. Many of the Grey Court staff including Bernie Corrighan, our Careers Advisor; Heads of Department and our Senior Leadership Team will be on hand to provide tailored advice, guidance and reassurance.

Grey Court Sixth Form Enrolment:

This will take place on Thursday 25th August in the Dining Hall extension, straight after students have collected their results. Students will meet with a subject specialist teacher from the sixth form team to complete the enrolment process. Students will be directed to their meeting once they have picked up their GCSE results. **Enrolment to the Grey Court 6th form will be in the Dining Room extension from 9.15am.**

If you are unable to attend in person you have two options:

1. A member of your family can collect your results on your behalf from school. They will need written consent from you and proof of identification to do this. They can then enrol on your behalf
2. Results will be emailed to you and someone from the 6th form team will phone you around 12pm to speak to you about your enrollment

Emailed Results

Every student will receive an emailed copy of their results, therefore it is essential that you check that you can access your Grey Court email account before the end of term and note your username and password so you are able to access it on results day. Should you have any issues with your Grey Court email account, please contact our IT department on helpdesk@greycourt.org.uk **before** the end of term. It is advisable that you forward your results to your private email address and print it off for safekeeping.

Appeals of results:

It is important to note that the outcome of any appeal could result in your grade going down or up or staying the same and that the appealed grade will stand and not the higher grade. For example, should you appeal and the outcome is a lower grade, that lower grade will be your final grade, not your initial grade before appealing. Once a finding has been made you cannot withdraw your request for a review. If your grade has been lowered you will not be able to revert back to the original grade you received on results day. Students must provide written and recorded consent, this is because your grade could go down, up or remain the same at any stage in the centre review and/or appeals process.

The deadlines must be strictly adhered to and **no late forms will be accepted.**

GCE (A-Level) Appeals

There are two forms available, hyperlinked below. The Priority form must only be used for GCE priority cases and must be used only if your University place depends on this outcome. Your UCAS Personal ID will be required to complete this form. The second form is for appeals and remarks but not for priority cases. All appeals will go directly to the Exam boards and they will decide on the outcome.

GCE (A-Level) Priority Service 2 - Review of Marking

[Click here to complete the form to make an appeal](#)

Deadline for request : 11am 25th August 2022

Fee: £58 - pay via SCOPAY

This is a **priority** post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. This service is only available to A-Level students and where a University place is dependent on the outcome. The Examination Boards charge per paper, if there is more than one paper that you want remarked you will be charged for each paper. Each paper should be entered separately into this form. If you want 2 papers from 1 subject you will need to enter them both into separate "Subjects to be reviewed" adding the individual unit code each time.

This service will include:

- clerical re-checks including the totalling of marks, the recording of marks and that all parts of the script have marked
- a review of marking.

GCE (A-Level) non-priority Post Results Services

[Click here to complete the form to make an appeal](#)

Deadline for requests : 11am 26th September 2022

Fee £50 - pay via SCOPAY

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. The Examination Boards charge per paper, if there is more than one paper that you want remarked you will be charged for each paper. Each paper should be entered separately into this form. If you want 2 papers from 1 subject you will need to enter them both into separate "Subjects to be reviewed" adding the individual unit code each time.

This service will include:

- clerical re-checks
- review of marking as described above.

Return of Scripts

In addition to the review of marking, you can request your scripts (exam papers) to be returned to you, there are two options for returning scripts:

GCE (A-Level) Copies of scripts

Option 1

[Click here to request scripts](#)

Deadline for requests : 1st September 2022 **Fee £10 - pay via SCOPAY**

This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a (non-priority) review of marking should be applied for to meet the external deadline.

Option 2

[Click here to request scripts](#)

Deadline for requests : 26th September 2022 **Fee £10 - pay via SCOPAY**

This is a non-priority service and allows you to request the marked scripts (papers). A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. You can request the marked scripts back if you so wish, please note, if you request the marked scripts you can not make an appeal of marking.

**Please note, you must specify which paper you require an application to be made for. The fee displayed is per unit/paper*

GCSE Appeals / Review of Marking

[Click here to complete the form to make an appeal](#)

Deadline for requests : 11am 26th September 2022

Fee £45 - pay via SCOPAY

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. The Examination Boards charge per paper, if there is more than one paper that you want remarked you will be charged for each paper. Each paper should be entered separately into this form. If you want 2 papers from 1 subject you will need to enter them both into separate "Subjects to be reviewed" adding the individual unit code each time. All appeals will go directly to the Exam boards and they will decide on the outcome.

This service will include:

- clerical re-checks
- review of marking as described above.

Return of Scripts

[Click here to request scripts](#)

Option 1

Deadline for requests : 8th September 2022

Fee £12 - pay via SCOPAY

This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a (non-priority) review of marking should be applied for to meet the external deadline.

Option 2

[Click here to request scripts](#)

Deadline for requests : 26th September 2022

Fee £12 - pay via SCOPAY

This is a non-priority service and allows you to request the marked scripts (papers). A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. You can request the marked scripts back if you so wish, please note, if you request the marked scripts you can not make an appeal of marking.

**Please note, you must specify which paper you require an application to be made for. The fee displayed is per unit/paper*

Certificate Collection: December 8th

There are 3 options for collecting certificates:

For students enrolled in Grey Court 6th Form you can collect your certificates during **lunch break** in the **Sixth Form Library** on **Thursday 8th December 2022**.

For those of you not in our Sixth Form, certificates can be collected at **16:00pm – 17:00pm** from **the main school front office** on **Thursday 8th December 2022**.

Make a payment of **£10.00** via your SCOPAY account using the tab **Certificate postage** and we will post your certificates home via first class signed for delivery.

Any certificates not collected or posted on this day will be kept for 1 year and then securely destroyed. You will need to order replacement certificates at your expense directly from the exam boards.

Coursework Collection:

Coursework to be collected by appointment with your relevant subject teacher, your teacher will make contact with a date and time in the new academic year. Please note that Art Coursework cannot be collected until later in the year, this is usually in April as all work is used for display in the school until this point.

We wish you all the best for your future endeavours and hope that you have an enjoyable and safe summer.

Yours faithfully,

Mr Gordon-Walker
Deputy Headteacher