



FINHAM PARK SIXTH FORM  
POST-RESULTS SERVICES AND RE-TAKING EXAMS

### **A. POST-RESULTS SERVICES**

In a small number of cases, you may want to take advantage of some of the **POST-RESULTS SERVICES** available from the exam boards. These include:

- Requesting a copy of your script/s (you may wish to do this before asking for a re-mark)
- Requesting the return of your original script (please note that you cannot request a re-mark once you have received your original script)
- Requesting a review of marking (NB: This is NOT a "re-mark")

**NB: please be aware that a review can result in your mark going down as well as up**

The exam boards charge a fee for most of their services which must be met by the student. The table below lists the fees and the deadlines for the queries.

<b>Post-Results Service</b>	<b>Cost*</b>	<b>School Deadline for request</b>
Priority copy of script	Free	01/09/23
Priority Review of Marking	£70.75	24/08/23
Standard Review of Marking	£57.50	28/9/23
A copy of the reviewed script	£14.75	24/08/23
Clerical re-check of marks	£10.00	28/9/23
Non-priority copy of scripts	Free	28/9/23

**\*Costs are based on the current fees charged by OCR. Actual fees may vary according to which exam board requests are made.**

Payment can only be made over the phone or by email by debit/credit card to the Finance office and the form must be handed in or emailed to the Exam Office (A22) after payment has been made. NB: Cash payments or cheques cannot be accepted.

If you need further information or wish to use any of the post results services, talk to your subject teachers and then email [exams@finhampark.co.uk](mailto:exams@finhampark.co.uk), who will make the request on your behalf.

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## **B. YEAR 13 - RE-TAKING A LEVELS**

There are some factors to consider if you are considering re-taking A Level exams

- The school only funds your first entry per unit and does not normally fund exam re-sits or coursework re-submissions. The cost of re-take/s must be met by you and/or your parents.
- NB: Any re-takes will be entered in the Summer exam season 2022. (except for Level 3 BTEC & Cambridge Technical subjects which can also be re-taken in January)
- Current A Levels do not offer the re-take of individual components - all externally assessed components of an A Level subject must be re-taken (it is possible to re-take individual Level 3 Cambridge Technical and Science BTEC units)

## **C. RESULTS CERTIFICATES**

Results certificates normally arrive in school at the end of October, after any post results queries have been resolved. They will be distributed in December or January usually at an Awards Ceremony and you will be notified by letter when they are available for collection. If you are unable to collect your certificates on this occasion, you can collect them from the Exams Office (A22), provided you give advanced warning that you are coming. We will only post out certificates on receipt of £3.00 to cover the potential cost of recorded delivery. We will not post out certificates with the normal mail or give them to a third party claiming to collect them on your behalf without your written permission.

### **NB**

It is very important that your certificates are kept safe as they are your only proof of the examination results you claim to have achieved. Many colleges and employers will only accept the results certificates as valid evidence of examination results. We are only required to keep certificates in school for one calendar year. They are then either destroyed securely or sent back to the exam board. To replace a certificate which has been lost or has not been collected within the calendar year costs approximately £50, per exam board. Applications have to be made directly to the exam board by the student.

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