

## **GCSEs**

Personal time tables will be issued, and information is also on the school website, on the school twitter account, and displayed around school. If you arrive late on the day of an exam, you need to report directly to the exams office and hand in your coat/bag/phone etc. If you arrive before 10am for a morning exam, or 2.30pm for an afternoon exam, you will still get the full amount of time. If you arrive any later than this, your paper may be refused by the Awarding Body. If there are mitigating circumstances please provide as much proof as possible so that we can support your case.

If you are ill on the day of the exam and will be absent, you need to ring school and let us know, and go to the doctor and provide proof. We can provide a self-certification form which can be verified by your G.P. We can then apply for Special Consideration for an absent candidate, but we cannot apply without the doctor's note. The Awarding Body will look at other units, and possibly mock results to aggregate a score for you.

If you feel ill during the exam, please raise your hand and tell the invigilator. We can apply for Special Consideration for disadvantaged candidate, as you have not performed to the best of your ability. We cannot do this unless we are made aware of it at the time.

Please read your exam booklet carefully as it includes other relevant information about equipment and behaviour during exams.

## **Results and Certificate Information**

**Summer 2018 GCSE results can be collected from 10am on Thursday 23<sup>rd</sup> August.**

Results will be given out in the main hall. We cannot give out results over the telephone or via email. If you are unable to attend, results can be collected from the school Reception after the above date.

If a candidate is unable to collect his/her results in person, a family member/friend can collect them; however we require a signed letter of authority from the candidate and identification such as a Driver's Licence or Passport from the person collecting the results.

## **Appeals**

You will be asked to provide up to date contact details before leaving school (telephone & email address for student and parent). On our return to school in September the Head and Heads of Department will review the results, and we will be requesting re-marks for scripts if they feel it is appropriate. If one or more of your GCSE scripts are on the list for a re-mark we will contact you by telephone and a consent form will be emailed to you. Please keep an eye on your email account throughout September. Signed forms should be emailed back to school as we cannot proceed with the enquiry about results without it.

You have the right to appeal against your result even if it is not supported by school. If your scripts are not chosen by school for re-marking but you would like to put in a request, you need to contact school no later than 18<sup>th</sup> September. This will enable us to meet the exam board deadline. There is no guarantee that your marks will change, they could go up or down. If your overall grade goes up there will be no fee incurred, but if it remains the same or goes down then you will be asked to pay the fee.

**Summer 2018 GCSE Certificate Evening is on Thursday 8<sup>th</sup> November (t.b.c.)**

Invitations will be sent under separate cover. If a candidate is unable to attend Certificate Evening they can collect them from the school Exams Office after the above date.

*NB: If you are collecting certificates from school, please contact the Exams Office on extension 203 to arrange a suitable time. Please do not turn up without an appointment. Thank you for your co-operation.*

If a candidate is unable to collect his/her certificates in person, a family member can collect them; however we require a signed letter of authority from the candidate and identification such as a Driver's Licence or Passport from the person collecting the results.

Please note; certificates are only kept in school for 12 months after your date of leaving then they are destroyed. If you require certificates after this time (for college/university/job applications) you will need to contact the exam boards directly and purchase "Certified Statement Of Results" at a cost of approx. £45 each. Exam boards no longer provide replacement certificates, so please keep them safe.

**Mrs S Bagley**

**Assistant Examinations Officer  
Byrchall High School**