



SALE HIGH SCHOOL

Results Handbook 2025

Information for Candidates

GCSE Results Day: Thursday 21st August 2025

9.30 till 11.30

If you are unable to attend on results day, results can be emailed to your personal email address. Please email the Exams Officer at exams@salehighschool.org.uk (by the 20/08/2025), from your school email address detailing your preferred email address for results to be sent and tell us your post-Year 11 destination. Once received, we will ensure that the results are sent over by early afternoon.

If you would like a parent or guardian to collect the results for you, please email the Exams Officer at exams@salehighschool.org.uk (by the 20/08/2025), from your school email address giving their name and your permission. They must bring their photo ID and a letter of authority signed by the you, the student, and it must detail your post-Year 11 destination.

The Year 10 students who took MFL exams this year will be able to retrieve their results when they return to school in September.

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Results Information for Students

Firstly, for the very many students who will be celebrating excellent results, our warmest congratulations. If, for whatever reason, you do not get the results you were hoping for, please be reassured that staff are on hand to help and assist in any way they can.

If you have any queries or concerns about your results, then we hope that the following information in the handbook will be useful.

Should you need further support or guidance in light of your results, please speak to a member of SLT or the Exams Officer. Any queries or questions about GCSE results should be directed to staff present on the day, or the Exams Officer.

Destination post Year 11.

All students must inform us of their destination. You will be asked to provide this when picking up your statement of results.

Understanding Your Results Slip

On candidate statements of results (results slip) and certificates, grades will be reported in the same way as in previous years. Please note that results are provisional and this results slip is not the official certificate, but can be used as proof of results for enrolment/employment purposes.

For example:

Candidate Statement of Results

Season: Summer GCE and GCSE [REDACTED] Series: (All)

Name: [REDACTED] Year: [REDACTED]

Candidate Number: [REDACTED] Reg. Group: [REDACTED]

UCI: [REDACTED] ULN: [REDACTED]

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
AQA	GCSE/9FC	8145TC	History TC	9					9
AQA	GCSE/9FC	8300H	Mathematics Tier H	8					8
AQA	GCSE/9FC	8461H	Biology Tier H	9					9
AQA	GCSE/9FC	8462H	Chemistry Tier H	9					9
AQA	GCSE/9FC	8463H	Physics Tier H	8					8
AQA	GCSE/9FC	8658H	French Tier H	8					8
AQA	GCSE/9FC	8700	English Language	8					8
AQA	GCSE/9FC	8702	English Literature	8					8

Results for the GCSE English Language (8700) spoken language endorsement will be reported as one of the following:

- P (pass)
- M (merit)
- D (distinction)
- NC (not classified)

This separate grade will appear on a certificate, but will not contribute to your 9-1 grade

If any of your personal details are incorrect on your results slip, please let Mrs Rainey or Dr Riley know as soon as possible so that your certificates will not include the same error(s)

Certificates

Certificates, when received from the awarding organisations, will be issued to you:

- At presentation events – dates to be confirmed.
- Other year groups' certificates (Year 10 language) will be safely secured in school until their presentation event in Year 11.
- Certificates may be collected on your behalf by a third-party after the presentation event, provided we have received written authorisation from an email address we have on file (Parent email or school email if sent before 31st Aug) for them to do so. If you have to email from a personal account we do not have a record of, please include your school login (6 digit number) and your date of birth.
- Certificates will be retained by the school for one year; unclaimed certificates will then be destroyed securely and a record will be kept for a further period of four years.
- If you lose your certificates, applications for replacements must be made directly to the Awarding Body; there is a charge for this service.

Review of Results services

The following information is from the JCQ guidance on Post Result Services. It may offer you some further information about the Review of Services available and help you decide whether you wish to proceed with one of the following options. Candidate consent is required for **all** Reviews of Marking.

Clerical re-check

This service will include the following checks:

- that all parts of the script have been marked
- that all marks were counted
- the result matches the mark on the paper.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Review of marking

This service will include:

- the clerical re-checks detailed above
- a review of marking as described below.

A 'review of marking' is NOT a re-mark. It is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.

A marking error can occur because of:

- an administrative error
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer
- an unreasonable exercise of academic judgement.

The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking.

Arrangements for Post-Results Services

Introduction

Following the issue of results, awarding bodies make post-results services available.

Sale High School will support its students through this process and will advise if an application will be in the candidate's best interests.

Candidate consent

Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results. We will ask all candidates to sign an 'Access to Scripts' form allowing us to ask the exam boards for scripts when they come for their exam results. We will not look at all of them but if we get consent from all students on the day we will be able to access them more quickly.

We will review the scripts of the students whose grades are close to the grade boundary and advise whether we can see that a re-marking is warranted. If we can identify where enough additional marks could be achieved, we will advise that we recommend a review of marking, with the student's consent. If we do not feel that a re-marking is warranted but the student still wants to go ahead with one, they must make these applications, the cost of which can be found on page 7. We will not accept any application from a 3rd party (including parents/carers) on their behalf.

Below is a list of the post-results services available:

Access to Scripts (ATS):

- Copies of scripts to support **reviews of marking**
- Copies of scripts to support teaching and learning (all students will be asked to provide consent for this on the day)

Reviews of Results (RoRs):

- Clerical re-check
- Review of marking

Appeals:

- The appeals process is available within 30 calendar days of receiving the outcome of a review of results.
- Any appeals must be made via the Head of Centre (Mr Rogers).

All requests for post-results services must be made through the Centre.

If a candidate wishes to make a post results request, one that has not been advised by school as explained above, then the following procedures will apply:

- The request must be made using the link below before the deadline of **Thursday 11th September**, stating clearly which service is required:
<https://forms.office.com/e/gCVWzxnkVS>
- Payment should be made directly to Sale High School (Bank details will be provided).
- Candidates must read all of the instructions on the post results form before requesting any service to ensure they understand the services on offer, the fees charged and the internal deadlines which must be met.
- The Exams Officer will electronically submit any request to the awarding bodies and will notify the candidate of the outcome by email.
- All requests will be acknowledged within 7 working days of submission.
- **Fees:** Each examination board has their own fees listed for each service available – please see **page 7**.

Outcome of a Review of Marking Service:

There are three possible outcomes arising from a review of marks:

- no change to the original decision
- a correction to the original decision
- reinstatement of centre marks.

For the first two outcomes awarding bodies will provide a reason.

Where there has been a reduction in marks or a downgrade following a review of marking, the request cannot be revoked and the original mark or grade will not be reinstated.

Examination Board Fees

Fees for Post-Results services 2025

Access to Script is a free service for all exam boards except NCFE

EDEXCEL Pearson

Cost per Paper

Service 1: Clerical Re-Check	£14
Service 2: Review of Marking	£50
Copy of reviewed script	£15
Appeal	Stage 1: £140 Stage 2: £200

AQA

Cost per Paper

Service 1: Clerical Re-Check (with Copy of reviewed script)	£9.40
Service 2: Review of Marking (with Copy of reviewed script)	£43.50
Appeal	Stage 1: £129.30 Stage 2: £221.55

OCR

Cost per Paper

Service 1: Clerical Re-Check (with Copy of reviewed script)	£11.50
Service 2: Review of Marking (with Copy of reviewed script)	£62.25
Appeal	Stage 1: £199 Stage 2: £284.25

WJEC/EDUCAS

Cost per Paper

Service 1: Clerical Re-Check (with Copy of reviewed script)	£11
Service 2: Review of Marking (with Copy of reviewed script)	£43
Appeal	Stage 1: £125 Stage 2: £210

NCFE

Cost per Paper

Access to Script	£13
Service 1: Clerical Re-Check	£5
Service 2: Review of Marking	£50
Appeal	Stage 1: £166.50 Stage 2: £390

Key Dates 2024

Please note: requests should reach the Exams Officer **no later than 14 calendar days before** these external deadlines, to allow for final processing to the examination boards.

Date	Origin	Qualification	Series	Description
21/08/2025	All	All qualifications	Summer-25	Results for June 2025 released to students
25/09/2025	JCQ	All qualifications	Summer-25	DEADLINE for Reviews of Results (RoRs): Last date for awarding bodies to receive requests (All qualifications). Please see individual awarding bodies' websites for further information.
25/09/2025	JCQ	All qualifications	Summer-25	DEADLINE for copies of scripts to support teaching and learning (All qualifications). Please see individual awarding bodies' websites for further information.

1. Exam board reviews of results

Review of marking: exam boards review their marking to ensure your work was marked accurately in line with the mark scheme

Review of moderation: exam boards review the moderation of the coursework from your school or college to ensure it was done fairly, reliably and consistently

Clerical re-check: exam boards re-check that all marks have been included and added up correctly

2. Appeal

Your school or college can only request an appeal after the exam board has reviewed your result.

A preliminary appeal can take up to 42 calendar days. If your school or college believes the preliminary appeal has not addressed the issue, it can decide to submit an application for an appeal hearing and that can take up to 70 calendar days.

Please note, appeals are not the first step in checking your grade.

3. Exam Procedures Review Service (EPRS)

Your school or college can only ask the relevant regulator to review what the exam board has done after the exam board has completed the appeal hearing.

The EPRS will look at whether the exam board has followed the regulator's rules and its own procedures. It will not review your work and cannot change your grade. The relevant regulator can ask the exam board to look at your appeal again if they think the exam board made a mistake.

Not all qualifications are covered by the EPRS so please check the relevant regulator's website (Ofqual, CCEA Regulation or Qualifications Wales) for more information.

