

Dear Parent/Carer,

I am writing to give you further information about our GCSE results service at Wixams Academy **on Thursday 24th August.**

Results Day

Results will be available at the school on 24th August and we are looking forward to welcoming students from 9:00am – 12pm in the main Assembly Hall.

Students will be able to pick up a paper copy of their Statement of Results in a named envelope. This is not their final certificate. The statement lists all the exams your child has taken (and any components within the qualification if applicable).

This will be a great opportunity for the students to celebrate their achievements with their peers.

The Sixth Form team will also be available to advise and accept students onto their A Level courses. We will also have the Head of Year and SENDCo available, along with a careers specialist to support with next steps.

Sixth Form enrolment slots

Thursday 24th August Results Day 10am – 2pm

Friday 25th August 10am – 12pm (midday)

Wixams Academy students will receive a course confirmation form with their GCSE results, students from other schools will be given this sheet on enrolment. Please complete the form in full, staff will offer guidance where necessary.

All Sixth Form students MUST confirm their course choices by midday Friday 25th August by returning this paperwork to reception.

Students enrolling from other schools must bring the following with them

- GCSE/Level 2 results
- Proof of ID e.g. passport

Copies will be taken of all documents at enrolment, please bring original documents on the day.

Please contact Mr Mercel on the following email address should you have any questions or concerns regarding enrolment: rmercel@wixamsacademy.co.uk

Absentees on results day

If the student is not able to pick up their results at this time then:

- The student may send an A5 stamped addressed envelope to the school before the end of term and they will be posted home on results day.
- The student may send a letter into school giving another person permission to collect the envelope. This person must have photo identification when they arrive into school.

Note that the results belong to the student, not the parent, and therefore the candidate must authorise the collection of results, even if it is to be collected by a parent. Results will not be given out over the telephone, and cannot be requested to be sent by email.

Post results services

If you have concerns that there has been an error in the marking, then there are various services that the school can apply for on the student's behalf.

Please note that there are fees for these services, so these fees will need to be paid to the school in advance of the exam board deadlines before they can be applied for. If the overall grade is changed on review, these fees will be refunded to you. The services and associate fees are outlined in the table attached to this letter, note that these fees are per unit/paper/component, so many subjects would attract more than one fee. It is unusual for marks to change by more than a marginal amount on review.

Please contact the school if you wish to request a review on mmorrin@wixamsacademy.co.uk.

Please note that reviews can only occur with a candidate's consent because marks can go down as well as up and it is not possible to revert to the original marks. Consent forms will be available with the results.

We may also ask your permission to access the exam scripts to aid the school's teaching and learning. If you consent to this, you are able to anonymise the scripts prior to use. Please complete the access to scripts form attached to this letter.

Next phase of education or training

When collecting results, the student should please complete and submit the attached form indicating the likely next stage in their education. Of course we understand that this may change before the start of the new term, but the school is obliged to collect this information since students must stay in education or training for a further two years.

Collection of certificates

Certificates should be received by school in November and school will let you know when these can be collected by students. Those students progressing into Sixth Form will receive their certificates in school.

Please keep the school updated with any changes to contact details, and if the student has their own email address, to receive correspondence, please let the school know by including this information on the Next Phase of Education form, or by emailing mmorrin@wixamsacademy.co.uk.

If students are unable to collect their certificates, they should provide a suitable large stiffened prepaid envelope so that they can be posted home, or alternatively students may send a letter to give another person permission to collect the certificates with identification. JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected they may be disposed of securely.

Certificates are important documents. Most educational institutions and potential employers will ask to see original certificates. If a student loses or fails to collect your certificates, they will need to pay for duplicates from the relevant Awarding Body.

We look forward to seeing you all in the summer, and wish you every success with your results.

Yours faithfully,

Jacqui Hepburn
Assistant Principal

Deadlines and costs

Full details of the services and cost are given on our website <https://wixamsacademy.co.uk/parents-carers/exams>.

Fees are per unit/paper/component. Most subjects have multiple components.

On review, marks can go down as well as up. If the overall grade is changed the fees are refunded.

EXAM BOARD	Service 1	Service 2
	School DEADLINE 8-Sep-23	School DEADLINE 8-Sep-23
	Clerical Check	Mark Review
AQA	£8.70	£40.35
Edexcel (Pearson)	£11.90	£42.40
OCR	£10.00	£57.50

Wixams Academy

ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts

If a candidate is requesting a script then please **also complete a Post Results Service request form**

Centre number	Wixams Academy
Candidate Number	Candidate Name
Subject	Component/unit code

- I consent to my scripts being accessed by my centre.**
- I understand that if any of my scripts are used in the classroom my name and candidate number must be removed.**

Candidate signature: Date:

If the form is returned electronically, please enter your name on the signature line to indicate your consent.

Next Phase of Education data form

Students, please complete this form and hand in when collecting results on 24th August 2023.

Student name	
Student email address	
Student contact number	
Planned destination for next phase of education or training <i>e.g. Bedford College</i> <i>Named workplace (Apprenticeship)</i> <i>Wixams Academy</i>	
Name of course <i>e.g. A Levels</i> <i>Photography</i> <i>Animal care</i>	
Level of course <i>e.g. Level 3</i> <i>Level 2</i>	
Any other information	

<https://wixamsacademy.co.uk/wp-content/uploads/sites/2/2022/03/Privacy-notice-for-pupils.pdf>