



**"Deo Reddite Dei"**

"Give back to God what belongs to God"

Thursday 13<sup>th</sup> July

Dear Parent / Carer,

## **Year 11 & 12 (BTEC Level 2 / GCSE Resit) Results Day – Thursday 24th August 10am-1pm**

We are writing to explain the arrangements for this year's Results Day.

### **The Results Day has been organised as follows:**

- Results can be collected from the City Way site. Entrance is through Main Reception.
- Each appointment slot is 15 minutes long. A maximum of fifteen students will be allowed to book into each slot so that we can offer sixth form admission appointments immediately after.
- Students can book an appointment time to collect their results between 10am-1pm through the school website, [www.stjohnfisher.school](http://www.stjohnfisher.school). Please note that the booking system will go live on our website one week before results day, on 17<sup>th</sup> August.
- If students have not booked an appointment, they will not be able to collect their results.
- Parents and carers are welcome to come into school to accompany their children as they collect their results. The car park at the front of the school site will be open as usual.
- Students who wish to attend St. John Fisher's Sixth Form will be asked to attend an appointment with a member of staff to confirm their place straight after collecting their results. This will also be booked via the system above. If you are unable to attend on this day please email Mrs E Bailey Assistant Headteacher Sixth Form on [e.bailey@stjohnfisher.school](mailto:e.bailey@stjohnfisher.school).

On Results Day, students are expected to return any textbooks they may still have at home. There will be a crate located just inside reception for them to do this.

### **If your child is unable to attend on Results Day:**

If students are unable to collect their results on the day, they have two options:

1. Request an email regarding results after 10am.

**MRS D.LENNON**  
HEADTEACHER

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City Way, ME1 2FA.

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e [headteacher@stjohnfisher.school](mailto:headteacher@stjohnfisher.school)  
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2. Arrange for their results to be collected on their behalf on Results Day by a parent, family member or friend. Their nominated person will need to bring ID to prove their identity. Results will NOT be given to anyone other than the named student, unless this process is followed, and the student must still book an appointment for their nominated person.

To request that results be sent by email, or to nominate someone to collect in their place, students are asked to email Mrs Fisher, COO, at [e.fisher@stjohnfisher.school](mailto:e.fisher@stjohnfisher.school), including the information below in your request.

To request results by email, the student should include:

- Their full name
- Email address they would like their result sent to
- Confirmation that the email address provided is their own

To request that results are collected by a nominated person, the student should include:

- Their full name
- The full name of the person collecting on their behalf
- The collector's relation to the student

## Post-Results services and information:

### *Concerns about your results*

When you receive your results, if you think that a grade is wrong, your first step should be to speak to a member of SLT for advice.

Further details of the arrangements for appeals are provided below.

### *Certificates*

Certificates will be issued to students in January 2024. Further details of this will be sent out to students in the Autumn term.

### *Post results services*

- Service 1 – Clerical Re-check
- Service 2 – Review of Marking

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- Service 2 – Review of Marking PRIORITY
- Access to Scripts

<p>Service 1: Clerical Re-check</p>	<p><b>This service includes the following checks:</b></p> <p>That all parts of the script have been marked. The totalling of marks. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable. The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry.</p> <p>The target for completion is within 20 calendar days of exam board receiving request.</p>	<p>Speak to Mrs Fisher or a member of SLT to discuss if this service would be appropriate.</p> <p>Completed candidate consent form is required before clerical re-check can be requested.</p>
<p>Service 2: Review of Marking</p>	<p>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The original paper will not be re-marked. The service is available for externally assessed components of both unitised and linear specifications.</p> <p><b>This service will include:</b></p> <ul style="list-style-type: none"> <li>➢ the clerical re-checks detailed in Service 1;</li> <li>➢ a review of marking as described above;</li> <li>➢ if requested, a copy of the reviewed</li> </ul>	<p>All Reviews of Marking should first be discussed with the relevant Head of Department and/or Subject Tutor who will advise on the viability of such a request.</p> <p>In the school's experience, it is unusual for marks to change upwards by more than a marginal amount. However, the school reviews the marks that your child and others have achieved and will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about</p>

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# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

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	<p>script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed GCE AS and GCE A2 Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise centres of the mechanism by which reports may be requested.)</p> <p>The deadline for completion is within 30 calendar days of the awarding body receiving the request.</p>	<p>results received for a particular subject, the school itself will request a review of marking of all those papers (with the candidate's consent)</p> <p>Completed candidate consent form is required before clerical re-check can be requested.</p>
Access to Scripts	A photocopy or the original of the student's script.	Completed Access to Scripts form is required before access to script is requested.

We hope that your child will be able to join us on Results Day so that we can celebrate their achievements with them.

If you have any further questions, please do not hesitate to contact me at the school.

Yours faithfully,

Miss V. Walker

**Deputy Headteacher**

[v.walker@stjohnfisher.school](mailto:v.walker@stjohnfisher.school)

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Archdiocese  
of Southwark

