

Tuesday, 27 June 2023

H A M M E R S M I T H



25 Cathnor Road  
Hammersmith  
London  
W12 9JD  
T: 020 8222 6000  
F: 020 8222 6728  
E: [info@hammersmithacademy.org](mailto:info@hammersmithacademy.org)  
W: [www.hammersmithacademy.org](http://www.hammersmithacademy.org)

**GCE AS, A-LEVEL AND BTEC (LEVEL 3) RESULTS DAY –  
THURSDAY 17<sup>TH</sup> AUGUST 2023**

Dear Students and Parents,

All students will receive their results in an email to their school email account by 8.30am on Thursday 17<sup>th</sup> August 2023. The Academy will not be open for results collection.

Attached to this letter is a guide about accessing the AS, A-Level or BTEC results on the day. We will be posting a hard copy of the results to you on the same day.

If you have any queries before the results day, please do not hesitate to contact me by e-mail: [lhrabankova@hammersmithacademy.org](mailto:lhrabankova@hammersmithacademy.org) or telephone 0208 222 6226.

If you do not get the grades required to meet your university offers or if you want to change your choice, you may decide to go into UCAS Clearing. You can check all available courses in Clearing on UCAS from Monday 5<sup>th</sup> July. Please read the enclosed Clearing Information leaflet so that you are well-prepared.

We know that students may have questions and concerns on the day and will be running our very successful virtual Clearing support again this year. **You can contact the HA Results & Clearing Support Hotline from 8.30am – 2pm on Thursday 17<sup>th</sup> August, via Microsoft Teams. To access this on results day, please email [Y13results@hammersmithacademy.org](mailto:Y13results@hammersmithacademy.org) with a short explanation of your query and a contact number in case we can't get hold of you on MS Teams.** Your email will be logged by Admin and the Careers team or another member of staff will call you on Teams to talk things through. We will keep a note of the conversation so that if you email again for further support a different member of staff will be able to help you if necessary.

**Don't forget that your school email addresses will be de-activated at 6pm on Friday 25<sup>th</sup> August 2023**, so it is very important that you update your details on UCAS and Student Finance with a personal email address, or risk missing their important communications. Please email Ms Harrowes with your updated personal email address so that we can share important information after you leave.

Yours faithfully

A handwritten signature in black ink, appearing to read "Lucie", written over a white background.

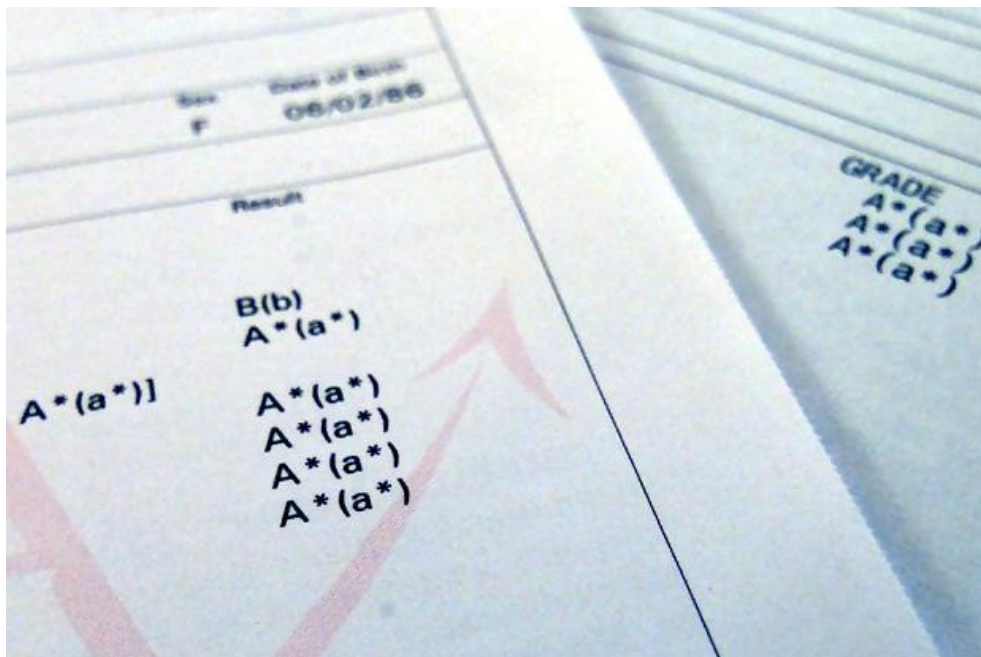
Lucie Hrabankova  
**Data & Exams Manager**



# HAMMERSMITH ACADEMY

## GUIDANCE FOR STUDENTS & PARENTS

### AFTER THE EXAMINATIONS Results and Post-Results



This guide aims to give valuable advice for examination results received by candidates at **Hammersmith Academy**.

**Please read this document carefully  
and retain it for future reference**

If there are **ANY** questions or problems, please contact the Exams Officer,  
Ms Lucie Hrabankova– [lhrabankova@hammersmithacademy.org](mailto:lhrabankova@hammersmithacademy.org)

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## AFTER THE EXAMINATIONS

### Notification of Results

#### GCE A2 :

Results will be sent electronically by 8:30am via email to your **School email account** on **Thursday 17<sup>th</sup> August 2023**.

Staff will be available online from **8:30am** to deal with any specific exam / careers related guidance you may require.

We will be posting a hard copy of the results to you on the same day.

#### GCSE:

Results will be sent electronically by 8:30am via email to your **School email account** on **Thursday 24<sup>nd</sup> August 2023**.

Staff will be available from **8:30am** to deal with any specific exam / careers related guidance you may require.

We will be posting a hard copy of the results to you on the same day.

**Results will not be given out by telephone.**

### Accessing Your Results

Go to **outlook.com** and sign in with your academy email address and password. Once you are logged in you will see an encrypted email from Data Team that has your results.

The screenshot shows the Microsoft sign-in interface for Hammersmith Academy. It is divided into two steps:

- Step 1:** The Microsoft logo and 'Sign in' text are at the top left. A red circle with the number '1' is next to the text 'enter your HA email address' which is inside a text input field.
- Step 2:** The text 'Hammersmith Academy' is at the top right, with a red circle containing the number '2' next to it. Below this, the text 'Sign in with your organizational account' is followed by two stacked text input fields: the top one contains 'your email' and the bottom one contains 'enter your account password'.

Other visible elements include a 'Next' button at the bottom of Step 1 and a 'Sign in' button at the bottom of Step 2. There are also links for 'No account? Create one!', 'Sign in with a security key', and 'Sign-in options'.

Contact the Exam Officer Ms L Hrabankova if you require further information.

## STATEMENT OF RESULTS (Example)

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists ALL the exams you have taken and any components within the qualification.

A capital letter indicates an **OVERALL** grade. Endorsement grades are listed in the last column in the format P = Pass / M = Merit / D = Distinction.

### GCSE example

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	99				
EDEXL/GC	GCSE/9FC	1EN0	English Language	7				D
EDEXL/GC	GCSE/9FC	1ET0N	English Literature Option N	9				
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	9				
EDEXL/GC	GCSE/9FC	1PE0	Physical Education	8				
AQA	GCSE/9FC	8035	Geography	7				

### A-Level example

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1
AQA	GCE/A	7042JF	History ADV Option JF	A*				
AQA	GCE/A	7136	Economics ADV	A*				
EDEXL/GC	GCE/A	9PL0A	Politics Option A	A			180	

## POST RESULTS SERVICES

### Reviews of Marking

All Reviews of Marking (RoM) should first be discussed with the relevant Head of Department who will advise on the viability of such a request. The “Review of Marking Form” should then be completed and signed (Appendix B). We always ask students and family to pay in the first instance however should an overall grade go up then the academy will reimburse this cost.

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.

#### Review of Marking categories are as follows:

##### **SERVICE 1 CLERICAL CHECK**

###### **This service included the following checks:**

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 (indicate on form). 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. The target for completion is within 20 calendar days of exam board receiving request.

##### **SERVICE 2 (Mark review)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

The deadline for completion is within 30 calendar days of the awarding body receiving the request. This service will include:

- ☑ the clerical re-checks detailed in Service 1;
- ☑ a review of marking as described above;
- ☑ if requested, a copy of the reviewed 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.)

##### **PRIORITY SERVICE 2P (Mark review)**

This service is as Service 2. However, it is only available if a GCE A-level candidate’s place in higher education is dependent on the outcome.

Any applications not meeting these criteria will be treated as normal Service 2 requests. The deadline for completion is within 18 calendar days of the awarding body receiving the request.

##### **ATS (Access to Script)**

A photocopy or the original of the student’s script.

## Deadline & Fees:

Exam Board	Service 1 DEADLINE 28-Sep-23	Service 2P DEADLINE 24-Aug-23	Service 2 DEADLINE 29-Sep-23	Priority ATS DEADLINE 31/08/2023 (GCE) 07/09/2023 (GCSE)	ATS DEADLINE 28-Sep-23
	Clerical Check	Priority Mark Review	Mark Review	Priority Access to Scripts	Access to Scripts

## The fee is per candidate per paper/unit

Services	AQA		Pearson		OCR		Eduqas/WJEC	
	A-Level	GCSE	A-Level	GCSE	A-Level	GCSE	A-Level	GCSE
Service 1 - clerical check	£8.70	£8.70	£12.50	£12.50	£10	£10	£11.00	£11.00
Service 2 - review of marking	£46.75	£40.35	£51.70	£44.50	£57.50	£57.50	£46.00	£40.00
Service P2 - priority review of marking	£55.60	n/a	£61.60	£51.70	£70.75	n/a	£55.00	n/a
ATS - photocopy script	Free	Free	Free	Free	Free	Free	Free	Free
ATS - post review of marking photocopy script	Free	Free	£13.80	£13.80	£14.75	£14.75	Free	Free

Please return the completed form and make a payment via Parent Pay – Exam Fees. The exams officer will process your application once we have received the payment.

Contact the Finance team by Friday 14<sup>th</sup> July 2023 at [finance@hammersmithacademy.org](mailto:finance@hammersmithacademy.org) if you require support with the Parent Pay account.

## CERTIFICATES

Exam Certificates will be available for collection in November/early December. Further information will be provided to all candidates.

### **ALL CERTIFICATES ARE POSTED USING A 'SIGNED FOR' SERVICE.**

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 your original certificates. If you lose or fail to collect your Certificates, you will need to obtain duplicates from the relevant Awarding Body. The Awarding Bodies no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood; they will only issue a Statement of Achievement. This currently costs in the region of £40.00 per 'Statement of Achievement'.



AQA    City & Guilds    CCEA    Edexcel    OCR    SQA    WJEC

**Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.**

### **Notice to Centres**

#### **Unclaimed Certificates**

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

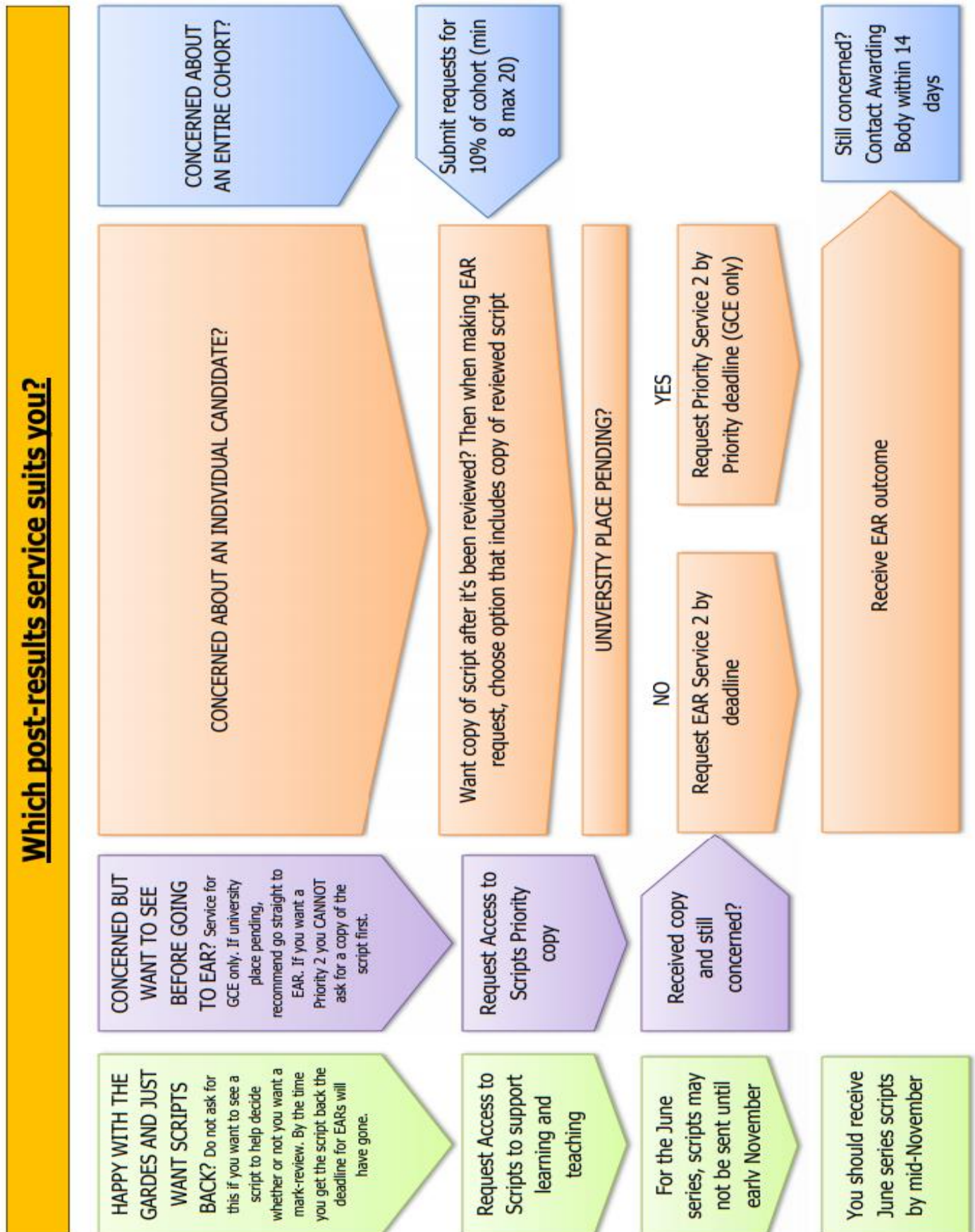
Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.



## APPENDICES

### Appendix A

Which post-results service suits you.



# HAMMERSMITH ACADEMY – REVIEW OF MARKING

## Candidate consent form

HAMMERSMITH ACADEMY - 10382	
Name:	Candidate No.:
Email:	Phone No.

### Information for candidates

The following information explains what may happen following an enquiry about a results and any subsequent appeal. If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct and there is no possible change to your grade.
- Your original marks is raised so your final grade may be higher than the original grade you received.
- Your original marks is lowered so your final grade may be lower than the original grade you received.

**Please note: YOU HAVE TO ACCEPT THE MARK THAT IS GIVEN AFTER THE RESULT HAS BEEN QUERIED**

In order to proceed with the enquiry or appeal, you **MUST** sign the form below. This provides your consent to the enquiry or appeal being made.

*I give my consent to the Head of the Examination Centre to make an enquiry about the result of the examination(s) listed below. In giving my consent I understand that the final subject grade and / or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.*

Signed: .....

Date: .....

	Subject	Component / Unit code	Cost £	Exam use
TOTAL £				

# HAMMERSMITH ACADEMY – ACCESS TO SCRIPTS

## Candidate consent form for access to and use of examination scripts

HAMMERSMITH ACADEMY - 10382	
Name:	Candidate No.:
Email:	Phone No.:

	Subject	Component / Unit code	Cost £	Exam use
1				
2				
3				
4				
5				
<b>TOTAL £</b>				

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number MUST be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signed: .....

Date: .....