



Davison Church of England High School for Girls

GUIDANCE FOR STUDENTS & PARENTS

Results and Post-Results



Centre Number: 65335

This guide aims to give valuable advice for examination results received by candidates.

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

If you have **ANY** questions or problems, please contact the Exams Office:
d.exams@davisonhigh.school

AFTER THE EXAMINATIONS

Notification of Results

Students will be able to collect their GCSE results, from the Refectory, on **Thursday 21st August 2025 between 09:00am and 11:00am.**

We respectfully ask that students and family members **do not come onto the school site before 09:00am.**

Once results have been collected, we welcome all students and their families, to remain on the school field and catch up with other students/fellow parents and carers.

There will be staff onsite to support and answer any questions until **11:00am.**

If students are unable to collect results themselves, they will need to send someone in their place.

They must be over the age of 18, and bring a signed letter from the student confirming they give permission for them to collect them on their behalf – **we will not be able to release results without written permission from the student.**

They must also bring some form of identification such as a Passport or Driving Licence so that they can be identified

Any uncollected envelopes will be posted to the home address recorded on our information system at lunch time on Thursday 21st August 2025.

Results will not be given out by telephone or email.

Statement of Results

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.



Results by Student Report

Davison C.E. High School for Girls

Name: DoB: Date: 22/06/2023
Season: Summer Series UCI: Tutor Gp: 11WH
Candidate No: ULN: Year Gp: 11

Date	Exam	Unit Code	Board	Exam Level	Result	Mark	Equ	Endorse	Pt.
2021/06	Combined Sci: Trilogy Tier H (8464H)	8464H	AQA	GCSE/DA	87				7.5
2021/06	Citizenship Studies (8100)	8100	AQA	GCSE/FC	7				7
2021/06	Computer Science (J276)	J276	OCR	GCSE/FC	8				8
2021/06	English Language (8700)	8700	AQA	GCSE/FC	7				7
2021/06	English Literature Option PN (8702PN)	8702PN	AQA	GCSE/FC	6				6
2021/06	History D20 (814D20)	814D20	AQA	GCSE/FC	7				7

Endorsement grades are listed in the format P = Pass / M = Merit / D = Distinction.

- 9 = High A* grade
- 8 = Lower A* or high A
- 7 = Lower A grade
- 6 = High B grade
- 5 = Lower B or high C
- 4 = Lower C grade
- 3 = D or high E
- 2 = Lower E or high F
- 1 = Lower F or G
- U = U remains the same

BTEC grades - Level 2 equivalents would roughly be as follows:

- Distinction * (D*) = 8 or 9 at GCSE
- Distinction (D) = 7 or 8 at GCSE
- Merit (M) = 5 or 6 at GCSE
- Pass (P) = 4 or 5 at GCSE

POST RESULTS SERVICES

Reviews of Results

If you are thinking about a Review of Results (ROR) please first e-mail d.exams@davisonhigh.school

The exams team will then pass your request/interest in a ROR to the relevant subject teacher who will advise on the viability of such a request.

The exams team will notify the student/parent what the teacher advises and then advise on the following steps.

The "Review of Results Form" and appropriate Appendix A or B forms should then be completed/signed and fees paid based on what service you wish to proceed with.

Review categories are as follows:

SERVICE 1 CLERICAL CHECK

This service includes 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-result 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 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.)

ATS (Access to Script)

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

Deadlines:

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 results received for a particular subject, the school itself will request a review of marking (with the candidate's consent).

We will not be accepting ROR request before the 2nd September 2025. This is so you have time to look at your results and work out if this is the best option for you. Please note that your grade can go down as well as up.

- Do I need this grade for Colleague or Uni?
- Call the college and see if this grade will affect your next steps. If not, do you want the stress of the review?
- How many marks were you off the next grade? As previously mentioned it is unusual for marks to change by much.
- Can you retake at college next year?

Here are some examples to help explain the process:

Example	Outcome of the review	What you will be charged for
You submit Paper 1 and Paper 2 together, at the same time.	Paper 1 has no mark change but Paper 2 does have a mark change which results in a grade change.	You will not be charged for either review.
You submit Paper 1. Before the outcome is completed, you submit a review for Paper 2.	Paper 1 has no mark change but Paper 2 does have a mark change which results in a grade change.	You will not be charged for either review.
You submit Paper 1. After the outcome is completed, you then submit a review for Paper 2.	Paper 1 has no mark change but Paper 2 does have a mark change which results in a grade change.	You will be charged for Paper 1, as that had an outcome with no grade change. You will not be charged for Paper 2, as that had an outcome with a grade change.

If you would still like to submit a review of marking, please check the opening and deadline dates below and then complete the relevant review of results (ROR) paper work.

	Clerical Check	Mark Review	Access to Scripts	Priority Access to Scripts
	Service 1	Service 2	ATS	ATS Priority
OPEN	2-Sept-25	2-Sept-25	2-Sept-25	2-Sept-25
DEADLINE	19-Sept-25	19-Sept-25	19-Sept-25	04-Sept-25

Payments:

Please make a bank transfer to:

Account No: 00647417

Sort Code: 30-00-02

Payee: WSCC Davison CE High School

Reference: Child's initial and surname and the letters ROR.

The amount should be for the cost of the services you require. If the outcome involves a grade change there will be no fee payable and the fees will be refunded to you.

Requests will not be actioned unless fees have been paid in advance and the application form has been completed and signed by a parent AND the student.

If you are pupil premium please contact Mrs Rupasinghe before completing the review form:

p.rupasinghe@davison.w-sussex.sch.uk

Please see below the required forms that need to be completed in order for the Examination Team to process your requests:

What service(s) do you want and what form should you complete?	Please complete and return following form:
Access to Scripts	Appendix B Form + Review of Results (ROR) Form
Access to Scripts for use in class or for teaching purposes	Appendix B Form + Review of Results (ROR) Form
Clerical Check of Marks	Appendix A Form + Appendix B Form + Review of Results (ROR) Form
Clerical Check of Marks with Copy of checked script	Appendix A Form + Appendix B Form + Review of Results (ROR) Form
Review of Marking (ROR)	Appendix A Form + Appendix B Form + Review of Results (ROR) Form
Review of Marking with Copy of Post Results Amended Script	Appendix A Form + Appendix B Form + Review of Results (ROR) Form

The forms that need to be completed can be found on the next following pages. Please print these off and scan back to us once filled out.

Please ensure these are completed correctly, signed/dated and returned back to us via d.exams@davisonhigh.school before the deadline.

Different services have different deadlines, so please be mindful of this. All relevant information can be found below.

Certificates

Certificates are received in early November.

More information will be sent out in October with arrangements on how to collect these.

JCQ regulations state that certificates should only be kept for 12 months. If they remain uncollected the school can dispose of them 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', so please keep them safe as they are your responsibility.



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.

Review of Results (RORs) Request for GCSE Post Results Service

Pupil Name _____

Please tick a box to indicate whether a service is required. Fees are shown overleaf.

A fee is payable for each unit, some exams have more than one unit. Please write the fee in the box provided (under your tick). Fees are shown overleaf.

If a review results in marks being changed (up or down) there is no charge made.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK

					Deadlines: Decisions for Priority Review of Marking 04.09.2025 Access Deadline 19.09.2025	Deadline 19.09.2025		Deadline 19.09.2025		
Subject	Exam Code	Unit	No.	Exam Board	Access to Scripts (ATS)	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
Please tick a box to indicate if the service is required and write the cost in the box underneath										
					£ <input type="checkbox"/>	<input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>
					£ <input type="checkbox"/>	<input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>
					£ <input type="checkbox"/>	<input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>	£ <input type="checkbox"/>
I hereby authorise the above enquiry about my child's examination results and agree to pay any costs incurred.									Total for services requested	
Signature of parent / guardian									£	
Date										

I give my consent to the head of my school to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Parents: Please make a bank transfer to Account No: 00647417 Sort Code: 30-00-02 Payee: WSCC Davison CE High School Reference: Child's initial and surname and the letters ROR. The amount should be for the cost of the services you require. If the outcome involves a grade change there will be no fee payable and the fees will be refunded to you Requests will not be actioned unless fees have been paid in advance and the application form has been completed and signed by a parent AND the student.

Please return this completed form to the Examinations Office and make your payment no later than the deadline shown for the service. Requests / payments made after the deadline cannot be actioned. Please record the date you paid for the services below.

Payment for the services has been made on (date)

Reference:.....

Signature of student

Date

Review of Results (RORs) GCSE POST RESULTS SERVICES FEES

Fees are per candidate per exam unit. Some exams can have more than one unit.

A fee is payable for each unit, some exams have more than one unit. The fees for each unit are shown below.

If a review results in marks being changed (up or down) there is no charge made.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK

	Deadlines: Decisions for Review of Marking (Priority Copy) 04.09.2025 Access Deadline 19.09.2025		Deadline 19.09.2025 Outcome issued within around 10 days of application		Deadline 19.09.2025 Outcome issued within around 20 days of application		Review of Marking with Copy of Post Results Amended Script (Service 2) (Priority Service 2)
	Access to Scripts (ATS)	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking (Priority Service 2)	
AQA	£0.00	£0.00	£9.40	£9.40	£43.50	N/A	N/A
Edexcel (Pearson)	£0.00	£14.50	£13.10	£13.10	£46.70	£53.70	£61.20 (£68.20)
OCR	£0.00	£0.00	£11.50	£11.50	£65.25	N/A	N/A
WJEC	£0.00	£0.00	£11.00	£11.00	£43.00	N/A	N/A

What are the services?

Access to Scripts (ATS)	Access to a copy script prior to review of marking or to support teaching and learning
Return of Original Script Post Results (ATSO)	Allows you to request the original script after / with a post-result service amendment
Clerical Check of Marks (Service 1)	A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script has been marked; totalling of marks; recording of marks.
Clerical Check with Copy of Checked Script (Service 1)	As previously described plus a copy of the script
Review (Service 2)	A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.
Review with Copy of Post Results Amended Script (Service 2)	As previously described plus a copy of the reviewed script.

Appendix A – Clerical rechecks, reviews of marking and appeals – Candidate consent form



AQA City & Guilds CCEA OCR Pearson WJEC

Clerical re-checks, reviews of marking and appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

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

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

.....

.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, 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:

This form should be retained on the centre’s files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

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:

This form should be retained on the centre’s files for at least six months.