



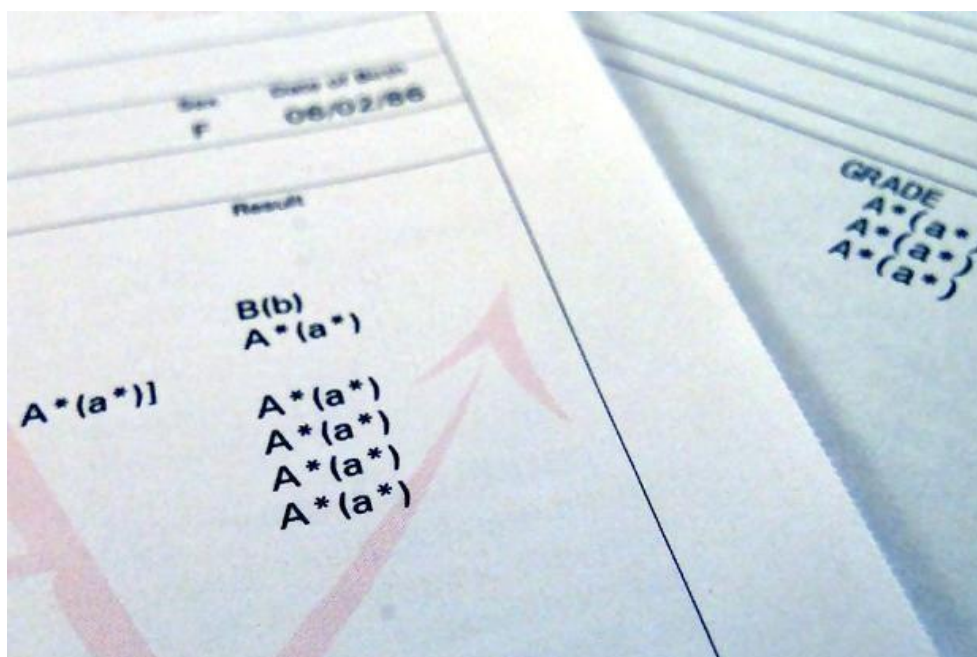
**Titus Salt School**  
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# GUIDANCE FOR PUPILS, STUDENTS & PARENTS/CARERS

## THE EXAMINATIONS Results and Post-Results

**Centre Number: 37242**



This guide aims to give valuable advice for examination results received by candidates at **Titus Salt School & Denys Salt Sixth Form Centre**.

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

If there are **ANY** questions or problems, please contact the Exams Office,  
**examsoffice@titussaltschool.co.uk**

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## AFTER THE EXAMINATIONS

### Notification of Results

#### GCE:

Results will be issued to students from 8:30am - 9.30am on **Thursday 14<sup>th</sup> August 2025**.

The Sixth Form team, will be available in school from **8:30am – 9.30am** to deal with any specific exam / careers related guidance you may require.

#### GCSE:

Results will be issued to pupils from 9:30am – 11am on **Thursday 21st August 2025**.

All pupils with a conditional offer to join our Sixth Form will be emailed enrolment instructions in due course. This will also be copied to parents/carers. Please direct any queries to Mrs Clayden, Sixth Form Manager: [cyn@titussaltschool.co.uk](mailto:cyn@titussaltschool.co.uk)

If pupils are unable to collect their results they will become available to them on EduLink after the collection sessions have closed. Pupils can authorise someone to collect results on their behalf or request that results are posted. This must be done in advance of Results day - see Results Day letter sent via EduLink.

Results will automatically be available on Pupils EduLink accounts after the result collection sessions have closed.

### STATEMENT OF RESULTS

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

## POST RESULTS SERVICES

### Reviews of Marking

All Reviews of Marking (ROMs) should first be discussed with the relevant Faculty/Subject Leader, subject teacher, Sixth form team or Exams Officer who will advise on the viability of such a request. The "Review of Marking Form" should then be completed and signed (Appendix B) and payment made by cash or cheque (made payable to Titus Salt School). Details of costs will be available from the results enquires desk on results day and on our website.

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 Pupils & Students 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 of all those papers (with the candidate's consent)

### Review of Marking categories are as follows:

<p><b>SERVICE 1 CLERICAL CHECK</b></p> <p><b>This service included the following checks:</b>          That all parts of the script have been marked. The totaling 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.</p>
<p><b>SERVICE 2 (Mark review)</b></p> <p>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.</p> <p>The deadline for completion is within 30 calendar days of the awarding body receiving the request. This service will include:</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 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.)</li> </ul>
<p><b>PRIORITY SERVICE 2P (Mark review)</b></p> <p>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.</p>
<p><b>ATS (Access to Script)</b></p> <p>A photocopy or the original of the student's script.</p>

### Deadlines:

	Service 1	Service 2P	Service 2	Priority ATS	ATS
	DEADLINE	DEADLINE	DEADLINE	DEADLINE	DEADLINE
Exam Board	25-Sep-25	21-Aug-25	25-Sep-25	21st August (GCE) 28th August (GCSE)	25-Sep-25
	Clerical Check	Priority Mark Review	Mark Review	Priority Access to Scripts	Access to Scripts

## CERTIFICATES

Certificates are received in school early November. A txt message will be sent when they are available for collection. Please also look out for a notice on our school website and social media.

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.

## Appendix A

Which post-results service suits you.





## 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 C

### **GCE & GCSE Access To Scripts – 2025 Exam Series**

Your scripts are available on request from the exam boards to support review of marking requests and for teaching and learning purposes. If you require your scripts, please complete the grid below and return the form to Pupil Services by 25 September 2025. Requests for priority scripts must be received by the **21 August 2025 for GCE and 28 August 2025 for GCSE, this service should only be used to decide whether to apply for a review of marking.** After this date requests for scripts will be processed as originals and will take considerably longer to come back.

Exam Board	Subject	Paper 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.

|  
Name..... Candidate No.....

Tutor Group .....Signature.....

If you need paper code or Exam board details, please see your subject teacher.



