



**Penketh  
High School**



**Penketh High School**

**GCSE Results Day**

**Thursday 24 August 2023**



## When Can I Collect My Results?

All pupils will be able to collect their results:

**On: Thursday 24 August 2023**  
**At: 8:30am - 10:30am**  
**In: Gym**

School staff will be available on results day to discuss your results, offer support and advise you about progression opportunities.

## What Do I Do If I Cannot Collect My Results?

If you are not able to collect your results, you can either:

- Ask a named person to collect your results.
- Have your results posted home.

If a named person is collecting your results, you need to email [Exams@penkethhigh.org](mailto:Exams@penkethhigh.org) **from your school email account by no later than 3pm on Tuesday 22 August 2023**. You must name the person who will be collecting your results. The person who collects your results will need to bring some Photo ID with them. We will not be able to issue your results without this.

If you would like your result to be posted home, you need to email [Exams@penkethhigh.org](mailto:Exams@penkethhigh.org) **from your school email account by no later than 3pm on Tuesday 22 August 2023**. You must also send a stamped, self-addressed envelope to school reception before 3pm on Tuesday 22 August 2023. We will not be able to issue your results without this. We will post your results home on Thursday 24 August which may take a couple of days to arrive.

Results cannot be given out by telephone.

Results cannot be issued prior to 8:30 on Thursday 24 August.

## What Do I Do If I Am Not Happy With My Results?

If you are not happy with your results, in the first instance, you should talk to your subject teacher, Mr Farrar or Mr Cordingley.

They will be able to advise on whether the following options are worth pursuing:

- **Access to Script:** a photocopy of your exam paper.
- **Clerical Check:** a check to ensure all questions have been marked and totalled correctly, and that the correct grade has been awarded based on this mark.
- **Marking Review:** your paper is remarked to ensure the mark scheme has been correctly applied.



### What Can Happen to My Grade If I Appeal?

When applying for a clerical check or marking review, it is important to note that marks (and subsequently grades) can:

- Be Increased
- Stay the Same
- Be Reduced

The Awarding Organisation will award the new grade and it will not be possible to revert to the old grade, even if it is better.

It is unusual for marks to change by more than a marginal amount, if indeed they change at all. Therefore, always consider whether the risk of applying outweighs the possible benefits (i.e. if you are only just into a grade boundary, will your grade go down instead of up!).

The school will review the marks and grades of all students in all subjects. We 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 your consent).

### How Do I Apply For A Post-Results Service?

If you wish to apply for access to your script, a clerical check, or a review of marking, please speak to a member of staff in school on Results Day. The deadline to apply for any post-results service is Monday 25 September 2023.

### Is There A Fee For Post-Results Services?

If you wish to apply for a Post-Result Service, the following charges will apply per component:

|                | Access to Script | Clerical Check | Review of Marking |
|----------------|------------------|----------------|-------------------|
| <b>AQA</b>     | Free             | £8.70          | £40.35            |
| <b>OCR</b>     | Free             | £10.00         | £57.50            |
| <b>NCFE</b>    | £15.00           | £5.00          | £45.00            |
| <b>Pearson</b> | Free             | £12.50         | £51.70            |
| <b>WJEC</b>    | Free             | £11.00         | £40.00            |

If the school applies for a review of marking (with your permission), you will not be charged.

Fees must be made payable to Penketh High School in advance. You will be refunded if your overall grade changes.





## When Are My Certificates Available?

Year 11 pupils will be able to collect their results:

**On: Thursday 30 November 2023**  
**At: 3:00pm - 4:00pm**  
**In: Reception**

For those pupils in Year 10 or below, certificates will be available to collect after you leave at the end of Year 11.

## What Do I Do If I Cannot Collect Certificates?

Certificates are important legal documents that validate the qualifications you have earned during your time at Penketh High School. Consequently, you will need to collect your certificates from school.

If you cannot collect your certificates on this date, you will be able to collect your certificates from the Exams Office by appointment. This can be arranged by emailing [Exams@penkethhigh.org](mailto:Exams@penkethhigh.org). Certificates will be retained by the school for two years. After this time, they will be destroyed in line with the Awarding Organisation regulations, and you will need to apply to them to issue confirmation of your results. **They will make a charge of approximately £50 per certificate. In the event you do not collect your certificates, you will be responsible for applying and paying for confirmation from the Awarding Organisations.**

## What Do I Do If I Lose My Certificates?

You must take care of your certificates. They cannot be replaced. Awarding organisations can issue confirmation of results but will make a charge of approximately £50 per certificate. **In this event, you lose your certificates, you will be responsible for applying and paying for confirmation from the Awarding Organisations.**

## Summary

If you have any other questions, please feel free to email [Exams@penkethhigh.org](mailto:Exams@penkethhigh.org). We look forward to sharing your results with you on Thursday 24 August.

Yours Sincerely,  
Mr P Cordingley  
Exams and Data Manager