



**Penketh  
High School**



**Penketh High School**

**GCSE Results Day**

**Thursday 21 August 2025**



## 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 the old grade 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 Thursday 25 September 2025.



## 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
AQA	Free	£9.40	£43.50
NCFE	£25.00	£5.00	£45.00
OCR	Free	£11.50	£65.25
Pearson	Free	£14.00	£50.00
WJEC	Free	£11.00	£43.00

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?

For pupils in Year 11, certificates are normally available to collect by the end of November. We will share information nearer the time once we have received all certificates from the Awarding Organisations.

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 three 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.**

## What Do I Do If I Have Any Questions?

If you have any questions, please email [Exams@penkethhigh.org](mailto:Exams@penkethhigh.org) and we will respond to you as soon as we can.