

I/GCSE Post Results services – options open to you following results

Access to scripts – Priority photocopy of Exam Paper

- You may request a priority photocopy of your script which will assist you with any potential review of marking decisions.
- Pupils will be required to visit our website at www.haileybury.com/postresults and process their request by using the tick boxes to specify the subject and unit(s) required. Please follow the prompts on the website. The Exams Office will then process your request with the board.
- Cambridge International (CIE) do not offer this service (IGCSE subjects: Computer Science, DT, French and Spanish)

The fee for this service is between £11.75 and £14.35 per unit/component, depending on the exam board. Edexcel do not charge for this service.

The deadline for a priority copy is **midnight of Wednesday 29 August 2018**. This service may take up to 21 days.

Priority Review of marking

- Pupils are strongly advised to discuss any concerns with the appropriate Heads of Department before making a formal request for a review of marking: www.haileybury.com/explore/academic-life/teaching-staff
- Grade Boundaries may be found on our website: www.haileybury.com/my-haileybury/information-parents-pupils/policies-publications
- It is important to note that very few review of marking requests result in a change of grade, with the majority showing the original marking to be accurate. Marks and grades may be lowered, confirmed as correct or raised.
- A review of marking will include a clerical re-check and will ensure that the agreed mark scheme has been applied correctly.
- A priority review of marking is available from Edexcel only (I/GCSE Biology, Chemistry, English, History, Italian, Maths, Physics, Double Science) should you require the outcome as a matter of urgency. Following our request to the exam board, this will be dealt with by Edexcel as a priority.
- Before a priority review of marking request is submitted to the exam board, **pupils** will be required to visit our website at www.haileybury.com/postresults and process their request by using the tick boxes to specify the subject and unit(s) required. Your Haileybury pupil login and password will give your access. Please follow the prompts on the website including payment processing.
- Examination boards do not deal directly with candidates or parents.

The fee for this priority service is £45.40 per unit/component.

The deadline for priority review of marking requests is **midnight of Wednesday 29 August 2018**. This service may take up to 18 days.

Review of marking following I/GCSE results

- This service is the same as the priority review of marking service above but is not processed by the exam board as a priority.
- Before a review of marking request is submitted to the exam board, **pupils** will be required to visit our website at www.haileybury.com/postresults and process their request by using the tick boxes to specify the subject and unit(s) required. Your Haileybury pupil login and password will give your access. Please follow the prompts on the website including payment processing.
- With the exception of matriculation issues, post results services will be dealt with from the start of the autumn term (**Monday 3 September 2018**).

The fee for this service is between £36.00 and £47.00 per unit/component, depending on the exam board.

The deadline for any review of marking requests is **midnight of Wednesday 19 September 2018**. This service may take up to 42 days.

Access to Original Scripts

- Candidates may request the return of their original scripts for general interest or to inform future learning.
- Before an access to script request is submitted to the exam board **pupils** will be required to visit our website at www.haileybury.com/postresults and process their requests by using the tick boxes to specify the subject and unit(s) required. Please follow the prompts on the website including payment processing. Once the exam board has returned an original script you can no longer request any access to script services.
- Teachers may request scripts for teaching and learning purposes. Please contact the Exams Office if you do not wish your script to be used in this way.

The fee for this service is between £11.00 and £14.00 per unit/component, depending on the exam board. Edexcel do not charge for this service.

The deadline for original script returns is **midnight of Wednesday 26 September 2018**. Original scripts will be returned after the session for mark reviews has ended and will be available to you by **mid November 2018**.

Payment for services

Pupils and their parents are responsible for the costs of post results services and charges will be placed on your fees account. Please ensure the fee payer has authorised any post results charges.

Leavers will be required to contact the Exams Office directly on 01992 706 409 between 9am and 4pm Monday to Friday to make payment by debit or credit card.

Outcome of reviews of marking

The exam board will confirm the outcome in writing and the Exams Office will email the outcome directly to you and your HM. Should the overall grade change (not the unit/component grade) the fee will be refunded and certificates will be issued showing a revised grade.

Please note all pupil email communication regarding exam appeals will be to your **pupil Haileybury email** address, so please monitor your account until your outcomes are received. If you are a Leaver please supply an alternative email address.

Changing Sixth Form option choices following I/GCSE results

If, in the light of actual performance, you wish to investigate the possibility of changing A Level or IB options please e-mail Mr Stephen Campbell (s.campbell@haileybury.com), Deputy Head (Academic), before the start of term. Whilst no promises can be made, a pupil's chances of securing option changes may be enhanced if the School is alerted quickly.

Contact details

To process a request for a review of results or copies of scripts visit our website -

www.haileybury.com/postresults

To email the Exams Office regarding the above request contact postresults@haileybury.com

Exams Office (I/GCSE) – Georgina Maszlin: 01992 706 409

Deputy Head (Academic) – Stephen Campbell: 01992 706 210

Teacher/Heads of Department - www.haileybury.com/explore/academic-life/teaching-staff