

Procedure for Collecting Results

It is a candidate's own responsibility to arrange to receive their examination results (including any previous achievements) by one of the following methods. You must do this in good time for any college interviews or inductions that are planned:

- Collect them yourself on Results Day; we will keep any which are not collected on the day. Any results which are not collected when we return to school in the Autumn will be posted by general post with the school taking no responsibility for the safe arrival. (Y9 or 10 students who will be moving into Y10 or Y11 will be able to collect their results from their form tutor on the first day of the new term)
- Ask someone else to come in and collect them on your behalf, (to comply with GDPR, please be aware that anyone who collect results for you needs to have a signed note from you to say that we can give your results to someone else, plus some ID for themselves).
- Make a written request for results to be posted and provide a stamped, addressed envelope. Please bring this personally to the Exams Officer. We can also email results subject to receiving a written request. Send email to jdavis@hgcs.co.uk with the following in the subject line "GCSE 2020 Results Request" The deadline date for accepting these requests is 1st July 2020 and we cannot guarantee that any request received after this date can be processed.

It is possible that there may be staff in school after results day, but candidates should not rely on this for collecting results/prior achievement, but instead choose one of the above methods. School cannot be held responsible for candidates not receiving results if they have not made the necessary arrangements before the summer term ends.

Y11 Results in the Local Press

- Candidates' results may be published in the local press. This is only a total of grades achieved, not your individual results; but if you do not wish your results to be included, please put the request in writing and send to the school at the address below, before 1st July 2020 Please bring this personally to the Exams Officer.
- No responsibility for requests received after this date can be accepted and if a file has already been submitted to a press office – we cannot guarantee that it can be stopped.

If you have a query about your Results

- Speak specifically to the Subject Leader or a teacher in that department, if they are not available; speak with any member of staff. Alternatively email Mr Wright on bwright@hgsc.co.uk

A Review of Marking of your paper may be offered. All candidates are entitled to have a paper reviewed/or request a copy of their exam paper but it may not be funded by school. Please refer to the HGSC Review of Marking Policy for services available, deadlines and specific school criteria (on website) Private requests must be paid in advance of the service being requested and will be refunded if the grade changes (up or down)

- Email the school on reviewsofmarkingrequest@hgsc.co.uk and outline the reasons for requesting a review of marking.
- Candidates must sign the consent form for any review. Please ensure that your name is clearly stated as any signed form without a name cannot be accepted even if this means the deadline date is missed.
- It is the responsibility of the candidate to ensure they remain informed about the status of any requested review.

Collection of Certificates

Certificates will be available after November 2020 half term. School are only required to keep these for twelve months, so please ensure you collect them as replacements are costly. Refer to the HGSCS Archiving Policy on the website. Please check them whilst you are in school especially if you have had a successful review to ensure this is reflected on your certificate. If the "original" grade is still showing, simply return the original one to the Exams Office and a replacement will be requested.