

August 2023

Dear Parents and Carers

We are writing to let you know the arrangements for the collection of examination results on Thursday 24th August.

Results will be available for collection in person from 08:00 – 10:00 at **Kimberley College**. Results will also be emailed to pupil's school email address at 9am on the same day. If you cannot access your school email, please contact IT at ithelpdesk.wus@wootton.beds.sch.uk as soon as possible.

If you wish to access any post results services, such as a review of marking, please see the information on the Wootton Upper School website at <https://www.woottonupper.co.uk/exams>. This information can also be found on the following page.

We wish all students the very best of luck with both their results and future next steps.

Yours sincerely



Andrew Wright
Deputy Head



Iain Stewart
Deputy Head

Wootton Upper School - Post Results Services

The Post Results Services available are

- Clerical Re-check
- Review of Marking
- Access to Scripts

Checklist

To access any post results service, you will need to ensure you have completed each of the following:

- Understand what the service is providing and the corresponding deadlines and costs (see details below in Section 1: Description of Services)
- Complete a pupil contact detail form to support communication from the school during this process (a copy of this is available in your results envelope or available from our website).
- Complete a candidate consent form (a copy of this is available in your results envelope or available from our website). NOTE: There is a consent form for clerical re-check and review of marking (Appendix A) and a separate consent form for accessing scripts (Appendix B). Please only submit the consent form relevant to your request.
- Complete payment on Wisepay (see details below in Section 2: Payment via Wisepay)
- The consent and contact forms will need to be emailed to WoottonExams@wootton.beds.sch.uk by the deadlines listed below

Once the consent form, contact form and confirmation of payment has been received (by the deadline) this post results service will be processed by our Exams Team. When we receive the outcome from the exam board of the service that you have requested, we will communicate this outcome via the details you have provided on your contact form.

If you have any queries please email WoottonExams@wootton.beds.sch.uk

Section 1 – Description of Service

Service 1 is a clerical re-check. This service will include the following checks:

- That all parts of the script have been marked;
- The totalling of marks;
- The recording of marks.

Service 2 is a review of marking. This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of:

- An administrative error;
- A failure to apply the mark scheme where a task has only a 'right' or a 'wrong' answer;
- An unreasonable exercise of academic judgement.

It is important to note:

- That reviewers will not re-mark the script. They only act to correct any errors identified in the original marking.
- Possible outcomes from these services are that the original mark is lowered, remains unchanged or is raised

Access to Scripts

Exam boards will provide access to marked scripts i.e. the written work of a candidate to centre staff and the pupil themselves. This allows pupils to access their scripts should they wish for their perusal or to support the decision making for a review of marking. Centres may also use this to support teaching and learning.

Table 1: Summary of fees and deadlines for each service and exam board.

| GCSE and BTEC | OCR | AQA | WJEC | Pearson | Deadline of communication to Wootton Upper School |
|-------------------------------------|------------|------------|-------------|----------------|--|
| Service 1: Clerical re-check | £10.00 | £8.70 | £11.00 | £12.50 | Friday 8 th September 2023 |
| Service 2: Review of Marking | £57.50 | £40.35 | £40.00 | £44.50 | Friday 8 th September 2023 |
| Access to Scripts | No fee | No fee | No fee | No fee | Friday 1 st September 2023 |

Section 2 – Payment via Wisepay

You will be able to access Wisepay using the same login details that you used when the pupil was at college. If you have previously used the app on your mobile phone, please login in the same way. If you login using a computer, you will find the link to the login page on the Wootton Upper School web page under 'Parents'.

You will find the review of marking payments under the 'Highlights' section on the main Home Screen or under the 'Pay Invoice' section. You will then see the various service options available to you.

If you have any queries regarding Wisepay or need login details sent to you, please email

accounts@wootton.beds.sch.uk