



Castle Donington College

Results Guidance

Summer 2025 Results, Appeals and Certificates

This guidance is reviewed annually to ensure compliance with current regulations

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| Reviewed by: | H Shaw |
| Approved by: | V Beeby |
| Review date: | June 2026 |

Results

On the candidate statement of results (results slip) and certificates, grades will be reported in the same way as in previous years.

Results will be issued on Results day in August as follows:

| Date | Qualification type |
|---------------------------------------|---|
| Thursday 21 st August 2025 | GCSE and other Level 1/2 qualifications |
| Time: 9:00 – 10:30am | |

Arrangements for Results day

The College will be open from 9:00am on Thursday 21st August for you to come and collect your provisional results from the Hall. Staff will be present to celebrate your successes and answer any queries you may have. You will need a copy of these provisional results to take to your Post-16 placement.

If you are unable to collect your results in person, these can be collected on your behalf, you will need to:

1. Arrange for someone to collect your results for you, but you must write an authorisation letter giving details on who will collect on your behalf. The authorised person must bring this letter and proof of identity.
2. You can request that the results are sent by email –Results will be sent out after 12pm on Thursday 21st August. Please contact school by Wednesday 20th, at examinations@cdcollege.uk if you would like results to be sent out by email. We will then telephone you to confirm this request.
3. You can collect their results from school when term begins.

Concerns about your results?

If you have concerns about your results after they have been published then speak to your subject teacher, Head of Department or the Examinations Officer. They will be able to explain to you what (if anything) can be done regarding your query. All queries should be raised immediately as there are tight deadlines to be met if any action needs to be taken. The final decision on whether to process a review of results lies with the Head Teacher/SLT.

Awarding bodies will only accept requests for reviews of marking from centres and not from candidates or their parents.

There is an appeals process in place. If you appeal, your grade could **go up, go down** or **stay the same**.

What to do if you think your grade is wrong – the appeals process

- Access to script to support a review of marking
- Service 1 – Clerical re-check
- Service 2 – Review of Marking

Key Dates

21st August to 4th September 2025 – Access to Scripts

Candidates can request a copy of their script to support a Review of Marking by emailing examinations@cdcollege.uk

Teachers may wish to review your scripts to be able to advise on a Review of Marking. Additionally, teachers may want to use your script to support teaching and learning, however if requested, your name and candidate number can be removed from the script before it is used. For both these services, we require your permission and relevant forms need to be signed.

21st August to 25th September 2025 – Service 1 (Clerical re-check)

The request must be received by the awarding body by 25th September 2025.

Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests). This service will include the following checks:

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

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

21st August to 25th September 2025 – Service 2 (Review of marking)

The request must be received by the awarding body by 25th September 2025.

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 'wrong' answer;
- an unreasonable exercise of academic judgement.

The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking.

The service is available for externally assessed components of both unitised and linear GCSE specifications and will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

Please note if a RoMs is processed, we will need your permission and require you to complete a form providing consent as **marks can either go up or down or remain the same.** There are also fees applicable for these services.

Fees applicable for the above will need to be paid by the student/parents/carers.

Outcome of reviews

The outcome of each review will be confirmed by the respective awarding body to the examinations officer within a confirmed timeframe. The outcome and correspondence from the exam board will then be emailed to the student.

Fees will only be refunded if the grade goes up. The awarding body will provide a reason for the decision of a review of marking.

If the mark has changed, the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure:

- if the 'right' mark was not given in a task where there is a 'right' or 'wrong' mark;
- if there has been an unreasonable exercise of academic judgement

The awarding bodies will provide a reason for the above errors.

Certificates

Certificates are available for collection as follows:

| | | | |
|------------------|--|--|--------------------------------------|
| Date(s) | From Monday 24 th November 2025 | Time(s) | During school hours (9:00 – 3:00) |
| Collection point | Castle Donington College, Reception | Identification must be provided on collection | |

Checking certificates

On collection, students should carefully check their personal information (name, date of birth, etc.) is correct and that the correct final grade(s) are shown. Students will be required to sign that certificates have been collected and confirm they are correct

Uncollected certificates

Certificates will be retained for a 12-month period and will then be confidentially destroyed.

In case of a query, please contact the College at examinations@cdcollege.uk

Candidates may receive their certificates:

- **In person at the College**
- **Provide a stamped addressed envelope**
The envelope must be A4 size and hard backed. The postage should cover recorded delivery. If any certificates are lost in the post, the student may be charged to gain a replacement;
- **Collected and signed for by a third party**
Students may arrange for certificates to be collected on their behalf by providing the Examination Officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

Important Information

Enquiries About Results (EAR) - Candidate consent required BEFORE processing

Access to Scripts

Copy of scripts returned to decide if a standard review of marking should be applied for.
You must submit your consent form by **4th September 2025**

Service 1

i) Clerical re-check

ii) Clerical re-check + photocopy of script

A check that all parts of a paper have been marked, marks are correctly counted and match the result.

You must submit your EAR form and payment by **25th September 2025**

Service 2

Review of Marking

A review of the original marking by a second examiner to ensure it is free from error.

Reviewers will not re-mark the script

You must submit your EAR form and payment by **25th September 2025**

Symbols used in Results slips

- **No Result (X)** – indicates a result is not being issued because you were absent for all parts of the exam, or because of a decision not to issue result for another reason. The subject will not appear on a certificate.
- **Pending (Q)** – indicates that no result has been issued as the marks for one or more components of the exam are not available.
- **#** - indicates that you were absent for part of the exam in the subject and awarded a zero mark for this part.
- **+** - indicates that you were exempt from part of the assessment.

Certificates

Any certificates issued as a result of your Summer 2025 examinations will be available for collection from the College from **Monday 24th November 2025**.

Further details will be emailed to you.

If you have any queries with your results

If you are unhappy with your results, please speak to a member of staff about your options. You might decide to see a copy of your script, have a clerical check and/or go for a review of marking.

You will need to provide written consent before we can request any services on your behalf.

Access to Scripts

The Examinations Officer can request a return of your marked script on your behalf. This service is called an 'Access to Script' request. You can request a photocopy of the marked exam paper to help you to decide whether to request a clerical re-check or a review of marking. If you make a request for the **original** script to be returned, you cannot then go on to request a Review of Marking.

Review of Marking

- Before deciding to request a review of marking you **must** speak to a member of staff. They may have additional information on how you performed during your assessment and be able to provide you with guidance.
- If you want to request a review of marking for a paper and to receive the original of that paper, you must request this at the same time.
- The majority of review of marking requests do **not** result in a change to a grade, simply because the review of marking has shown that the original grade was accurate. However, it is possible that **your grade could go up, go down or stay the same.**

If your grade goes down, you cannot reject the review of marking and go back to the original grade. The only way to improve your grade would be to re-sit the exam.

- Only the Examinations Officer can request the review on your behalf. Exam Boards cannot accept requests from individual students or their parents, even if the college is closed.
- Once outcomes are received, these will be passed onto you by the College.
- Fees are incurred for administering any reviews/access to scripts and must be paid in advance of processing the request, see separate fee details.

How long does a review of marking take?

The time taken for a review will depend on the type of service you have requested. It's important you make your request as soon as possible.

The exam boards understand how important your results are to you and aim to provide an outcome as quickly as possible.

Appeals

Please speak to the Exams Officer or member SLT if you would like to appeal, this means you do not accept your grade and this must be submitted within two weeks of receiving the relevant decision or outcome from us. The College will need to submit an appeal on your behalf.

Complaints

If you have any exams-related complaints, you should contact the Examinations Officer first. If you have ongoing concerns about their response, you will need to contact the relevant exam board.

Access to Scripts

Candidate consent form for access to and use of examination scripts

| | |
|-------------------------------|--|
| <u>Centre number</u> 25167 | <u>Centre name</u> Castle Donington College |
| <u>Candidate name/number:</u> | <u>Component unit/code</u> |

I consent to my scripts being accessed by Castle Donington College

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom, I **do not** wish anyone to know they are mine.
My name and candidate number must be removed.
- If any of my scripts are used in the classroom, I **have no objection** to other people knowing they are mine.

Signed: Date:

Castle Donington College Post Results Fees - 2025

| Post-results service | Deadline (Final date for requesting) | AQA fees and charges Click here | OCR fees and charges Click here | Pearson/Edexcel fees and charges Click here | WJEC / Eduqas fees and charges Click here |
|---|---|---|---|---|---|
| RoR Service 1 Clerical re-check | 25 September 2025 | £9.40 | £11.50 | £14.00 | £11.00 |
| RoR Service 2 Review of marking | 25 September 2025 | From £43.50 | £65.25 | £57.00 | £43.00 |
| RoR Service 3 Review of moderation ¹ | 25 September 2025 | From £261.05 | £301.50 | £274.00 | £33.50 per candidate |
| Appeals (Stage 1) Preliminary Appeal | Within 30 calendar days (of the awarding body issuing the RoR outcome) | £129.30 | £199.00 | £150.00 | £125.00 |
| (Stage 2) Appeal Hearing | Within 14 calendar days (of receipt of the preliminary appeal outcome letter) | £221.55 | £284.25 | £200.00 | £210.00 |
| ATS Copy of script to support review of marking ² | 4 September 2025 | FREE | FREE | FREE | FREE |
| ATS Copy of script to support teaching and learning | 31 October 2025 | FREE | FREE | FREE | FREE |
| ATS Post-review of marking copy of script ³ | 25 September 2025 | £9.40 | £11.50 | £15.00 | £11.00 |

Fees are per script, NOT per subject

Payment **must be made before the enquiry can proceed**. If, as a result of the enquiry, the subject grade is altered, then a refund may be given

¹ This service is not available to individual candidates

² This service is to request a copy of script to support a non-priority **review of marking**

³ Where a copy of a post-review of marking script is required, this should normally be applied for at the same time as the review of marking request to meet the relevant non-priority RoR service deadline