

GCSE POST RESULTS INFORMATION BOOKLET 2025

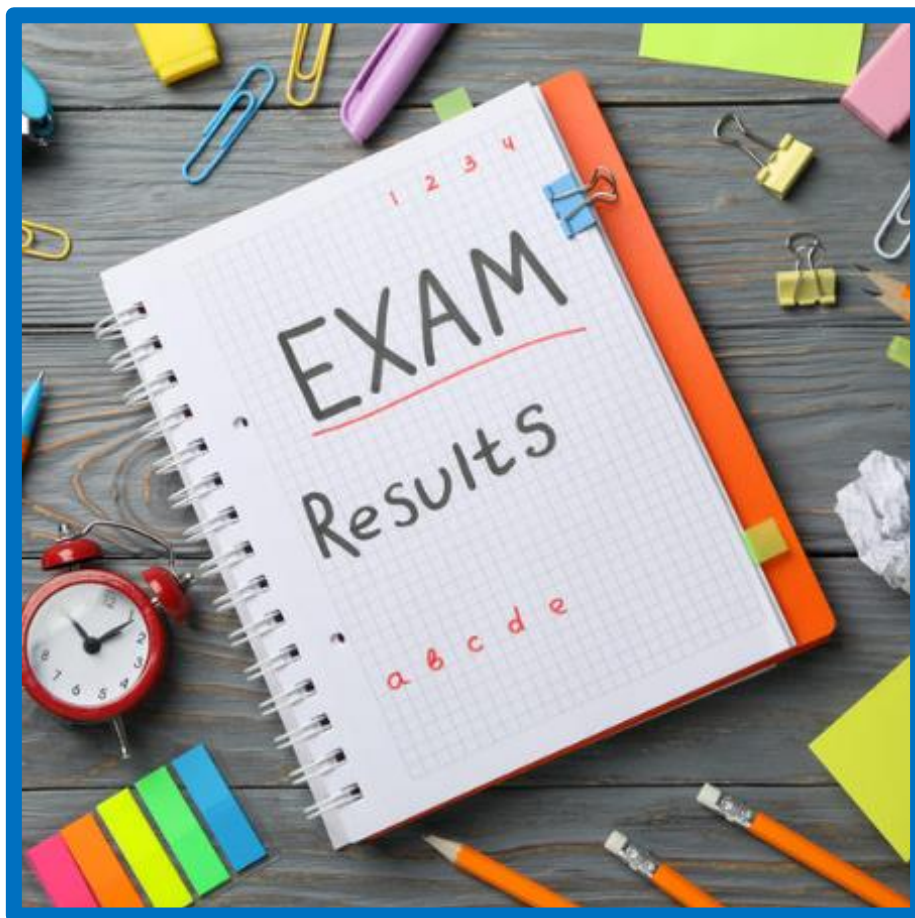
Dear Student

You have sat your GCSE exams...what's next?

This booklet has been written to provide you with information and guidance about collection of your GCSE results, the post -result services available and certification.

Please read the information carefully and retain it for future reference.

If you have questions about any of the information in this booklet, please contact **Mrs Crofts, Exams Officer on 01462 813733, ext. 404** or pcrofts@henlowacademy.org.uk



Notification of Results

Results will be available for collection on **Thursday 21st August 2025** between **9am and 11am** from school.

Senior members of staff and teachers will be available to deal with specific exam and next step related guidance and questions.

If you are unable to collect your results in person, you are able to give permission for someone else to collect them on your behalf by completing a student permission form [here](#)

If you would prefer your results to be posted to you, please provide us with an A4 stamped self-addressed envelope before the end of term (18th July). Your results will be posted out on the 21st August.



Results **will not** be available over the phone or via email except in exceptional circumstances.

Uncollected results will be held at Henlow Academy until all post result deadlines have passed (usually by October).

Statement of Results

On results day you will receive a 'Statement of Results'. THIS IS NOT THE FINAL CERTIFICATE.

The statement lists all the exams you have taken and the number in the **first column** indicates the overall grade. Endorsement grades are listed in the **END1 column** in the format P = Pass / M = Merit / D = Distinction. Please note the 'Points' relate to school performance table points.

Example of GCSE Statement of results below:

Season: Summer Public Exams
Name: A. Student
Candidate Number: 1234
UCI:

Series: GCSE
Year: 11
Reg. Group: 11F
ULN:

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	6					6
AQA	GCSE/9FC	8700	English Language	5			M		5
AQA	GCSE/9FC	8702PM	English Literature Option PM	6					6
OCR	GCSE/9FC	J170	Art, Craft and Design	6					6
OCR	GCSE/9FC	J198A	Ancient History Option A	7					7
OCR	GCSE/9FC	J247H	Biology A (Gateway Science) -Hgh	6					6
OCR	GCSE/9FC	J248H	Chemistry A (Gateway Science) -Hgh	5					5
OCR	GCSE/9FC	J249H	Physics A (Gateway Science) -Hgh	5					5
OCR	GCSE/9FC	J276	Computer Science	6					6

Post Result Services

If you have a concern about a grade that has been awarded, you can apply for a post result service. Please refer to the flowchart on the next page to see which may apply.

1. Exam board reviews of results

Review of marking: exam boards review their marking to ensure your work was marked accurately in line with the markscheme

Review of moderation: exam boards review the moderation of the coursework from your school or college to ensure it was done fairly, reliably and consistently

Clerical re-check: exam boards re-check that all marks have been included and added up correctly

2. Appeal

Your school or college can only request an appeal after the exam board has reviewed your result.

A preliminary appeal can take up to 42 calendar days. If your school or college believes the preliminary appeal has not addressed the issue, it can decide to submit an application for an appeal hearing and that can take up to 70 calendar days.

Please note, appeals are not the first step in checking your grade.

3. Exam Procedures Review Service (EPRS)

Your school or college can only ask the relevant regulator to review what the exam board has done after the exam board has completed the appeal hearing.

The EPRS will look at whether the exam board has followed the regulator's rules and its own procedures. It will not review your work and cannot change your grade. The relevant regulator can ask the exam board to look at your appeal again if they think the exam board made a mistake.

Not all qualifications are covered by the EPRS so please check the relevant regulator's website (Ofqual, CCEA Regulation or Qualifications Wales) for more information.

Do my grades affect my decisions about what to do next in education, training or work? And do I think an error has been made with my grade?

YES

NO

Talk to your school or college about your grade as soon as possible.¹ Your grade can be checked.

Does your school or college agree it is worth checking your grade?

NO

I can progress as intended or look for a new option that I am happy I can progress with.

YES

Your school or college may request **exam board reviews of results** to check your grade:¹

- Review of marking (including priority reviews)
- Review of moderation
- Clerical re-check

Your school or college can also ask the exam board to provide a copy of your exam papers to help you/ them decide what to do

1

Do I accept my grade could go down, go up or stay the same as part of exam board checks?

NO

Talk to your school or college about opportunities to re-sit or other options that are available to you to progress in education, training or work.

YES

Tell your school or college if you have a university place at risk as exam boards offer a priority review of marking service.

Once the exam board has completed its review of results:

- Do I still think an error has been made with my grade?
- Does my school or college agree there may have been an error with my grade?

NO

YES

Your school or college can submit an **appeal** to the exam board.¹

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Do I accept my grade could go down, go up or stay the same as part of an exam board appeal?

NO

YES

If your school or college thinks the exam board has not followed the correct process after the exam board's appeals process, it may be able to apply for a procedural review with the relevant regulator's **Exam Procedures Review Service (EPRS)**.

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¹ If you are a private candidate, you can apply directly to your exam board for a review of your result and an appeal. If not, you must talk to your school or college and they will contact the exam board as needed.

Reviews of marking

All reviews of marking (ROMs) should be discussed with staff who will advise on the viability of such a request. Where it is jointly agreed for a review of marking, the Exams Officer will process the application.

It is unusual for marks to change upwards by more than a marginal amount, and this is often not enough to change a student's overall grade. However, the school reviews the marks that all students have achieved and will advise 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 those papers.

There is a charge for a review of marking and the charge amount depends on the Awarding Body. To process an application for any of the services, we need your (the student's) consent. For services that have a fee, we will need payment in advance, either by cash or by ParentMail. ParentMail payment is easy to set up and track. However, the payment will need to be made by your parent/carer. The fee will show as 'exam service fee' in the shopping basket.

Concessionary rates for the fees apply for pupil premium students, please speak to a member of staff.

If a review of marking application is made and the overall grade increases following the review, then the fee will be refunded. Please see the table on next page for fees and deadlines.

Remember we will need your (the student's) consent to process any post result service applications and all applications must be made by the deadline.

HENLOW C OF E ACADEMY POST-RESULTS SERVICES,

DEADLINES AND FEES - SUMMER 2025 SERIES

The post-results services available to students are:

- **Reviews of Results (RoR):** Clerical re-check and Review of marking
- **Access to scripts (ATS):** Access to marked examination scripts

Post-results service		Deadline (Final date for requesting)	AQA Fees (per script)	OCR Fees (per script)	Pearson Fees (per script)	WJEC Fees (per script)
R1	RoR Service 1 Clerical re-check	25 September 2025	£9.05	£11.50	£14.00	£11.00
R2 or R2a (add fee for script if not free)	RoR Service 2 Review of marking	25 September 2025	£42.00	£65.25	£50.00	£43.00
RP2	Service P2 Priority review of marking (GCSE only)	4 th September 2025	Not available	Not available	£60.00	Not available
A1	ATS Priority copy of marked paper (access to scripts) to decide next steps (GCSE)	4 th September 2025	Free	Free	Free	Free
A2	ATS Copy of script to support teaching and learning	25 September 2025	Free	Free	Free	Free
Goes with R2a	ATS Post-review of marking copy of script ¹	25 September 2025	Free	Free	£ 15.00	Free

R2a 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.

For reviews of moderation and appeals, please speak to a member of staff.

In giving your consent, you understand that the final subject grade and/or mark awarded to you following a clerical re-check or a review of marking, and any subsequent appeal, may be **lower than, higher than, or the same** as the result which was originally awarded for the subject.

Please be advised that student consent for post result services can only be given after results are received - forms will be available on results day, 21st August 2025.

CERTIFICATES

Certificates are received in school mid to late November and details regarding distribution will be shared with you and your parent/carer nearer the time via your school email and via ParentMail. Your school email will be accessible until **January 2026** for contact.

Anyone who does not collect their certificates at the distribution event, will be able to pick them up from reception the following week. All certificates must be signed for (by the student) upon collection. If for any reason you are not available to pick up your certificates in person, you must give written permission for an alternative adult to collect and sign for them on your behalf.

JCQ regulations state that certificates should be kept by the school for 12 months. If they remain uncollected after 12 months they will be disposed of securely.

Certificates are important documents. Most educational institutions and potential employers will ask to see your original certificates. If you lose or fail to collect your certificates, you will need to obtain duplicates from the relevant Awarding Body. The Awarding Bodies no longer replicate certificates, they will only issue a 'Statement of Achievement'. This currently costs in the region of **£50.00** and each Awarding Body will charge separately.

We therefore advise you to collect your certificates in a timely manner.



GCSE Resits

If you didn't manage to get a grade 4 or above in Maths or English, you will need to keep studying these subjects until you are 18. Colleges, sixth form or any other education establishment will require you to continue to study these subjects and will work out a study plan with you; it is essential you contact them as soon as you have your results for information and advice regarding resits.

If you are going on to an apprenticeship, studying Maths and English will be part of your programme.

Resits at Henlow Academy will be assessed on an individual basis. Please speak to Mrs Crofts, Exams Officer or a senior member of staff.

Further information from Ofqual about resits or any of the information in this booklet can be found [here](#)

We look forward to seeing you on results day!