

## **Instructions for Enquiries About Results and Access to Scripts August 2011**

### **A2 and AS Level Modules:**

On Results Day, **A level candidates** whose university places are dependent on their marks and **AS level potential Oxbridge candidates** will be given priority for **Priority Enquiries About Results**. All other enquiries can wait until the start of term in September.

Before any Enquiry can take place:

- a **waiver form must be signed** by the pupil acknowledging that **marks can go down as well as up**.
- We also ask that a **Parental Consent form** is signed agreeing to the cost of any Enquiries (either to be added to the school bill or agreeing to payment by cheque or credit card).
- **Name, candidate number, board, subject and module numbers must be clearly stated on all paperwork. It is the responsibility of the individual pupil to check that they have entered the correct module code/ codes before submitting the form.**
- All relevant Enquiry forms can be downloaded from the school's website (under the Academic, Examinations link).

If a pupil is abroad these forms (Waiver form; Parental Consent Form; Credit Card payment Form) must be completed and either **emailed to [zlc@clsb.org.uk](mailto:zlc@clsb.org.uk)** or **faxed to the school on 02073296887** (marked: **F.A.O. Zoe Connolly**).

The deadline for Priority Enquiries is very strict, so forms must be completed without delay. **Miss Connolly will be available in school to arrange Priority Enquiries on A Level results day on Thursday 18<sup>th</sup> August (all day) and again on GCSE Results day on Thursday 25<sup>th</sup> August.**

AS and A2 module Enquiries are dealt with by Mr. McMillan. All paperwork must be returned to him **by hand** for any Enquiries requested from September onwards.

### **GCSE Enquiries:**

**No GCSE Enquiries About Results will be done until the start of term in September.**

At the start of term in September, boys can check the numerical marks on their statements of results from the examination boards with the grade boundaries for various subjects on the school's website (**under the Academic, Examinations link**). Using this information they can ascertain whether they are close enough to a grade boundary to warrant an Enquiry. They may also check this information by speaking to the relevant Head of Department. **We do not encourage Enquiries unless the pupil is within 3 marks of the higher grade boundary.** The University of Cambridge

International Examination board (responsible for GCSE English Literature and English Language) do not publish numerical marks in these subjects, therefore it is impossible to establish how close marks are to grade boundaries.

Before any Enquiry can take place a **waiver form must be signed** by the pupil acknowledging that **marks can go down as well as up**. We also ask that a Parental Consent form is signed agreeing to the cost of any Enquiries (either to be added to the school bill or agreeing to forward a cheque to the school). All necessary information pertaining to the Enquiry must be clearly stated on the form (pupil name, candidate number, examination board, module and paper numbers). It is the responsibility of the individual pupil to check that they have entered the correct module code. All relevant forms can be downloaded from the school's website (under Academic).

GCSE Enquiries About Results are dealt with by **Miss Connolly**. All forms must be returned to her **by hand**.

**The absolute deadline for requests for EARs is 20<sup>th</sup> September 2011.**

**The absolute deadline for requests for scripts is 4<sup>th</sup> October 2011.**