



RESULTS GUIDANCE FOR STUDENTS

Summer Exams - 2025

Results Day - Results Slips - UCAS - Grade Boundaries

Post-Results – What to do if you are unhappy with your results

Centre Number: 43221

This guide aims to give valuable advice for examination results received by candidates at **Queen Elizabeth Sixth Form College**

Please read this document carefully and retain it for future reference

**If there are ANY questions or problems, please contact the Exams Team
examsteam@geliz.ac.uk**

AFTER THE EXAMINATIONS

Notification of Results

A Level & Other Level 3 Results

These will be available for collection from the Main Hall between 9:00am & 1:00pm and the Exams Office 1:00pm to 4:30pm on **Thursday 14th August 2025**.

Staff will be available 09:00 to deal with any specific exam / careers related guidance you may require.

GCSE & Other Level 2 Results

These will be available for collection from the Exams Office from 9:00am to 4:30pm on **Thursday 21st August 2025**.

Staff will be available from 09:00 to deal with any specific exam / careers related guidance you may require

If you are not able to collect your results

If you would like another person to collect your results, they must bring a letter of authority, or the completed Results Collection Request form, signed by you and identification for themselves. There is a document for this on the college website under the “Life at QE – Examinations” section. Results will not be released without written authority from you.

Your results will be automatically emailed to your **college email account** at 11:30am. We are not able to send them to personal email accounts. You will also be able to view your results on Student Voyager after 1:00pm. Alternatively, your results can be posted to you but you must provide a stamped, addressed envelope with the Exams Office before the end of the summer term.

Please do not telephone to ask for results. We are not able to give out personal information including exam results over the phone.

RESULTS SLIP (*Example at back of booklet*)

On results day you will receive a “Statement of Results” generated by the college that will show your provisional results. The results are provisional (pending any post-results services outcomes that you may apply for) until you receive the official exam board certificate. The results slip lists all the subjects you have studied towards and any examined modules within the qualification. A capital letter indicates an overall grade. Lower case letters indicate examined module grades.

UCAS

If you’ve applied to university through UCAS, your provisional results will be sent by the awarding bodies directly to them and they will forward them to your chosen university or college. If you request any post-results services and your grades change, an amendment file will be sent to UCAS.

NOT MET YOUR OFFERS

If you have missed your offers, you can use Clearing to see which courses have places remaining.

What is Clearing?

It's a part of the UCAS website – you can use the search tool to identify courses (with vacancies) that interest you.

- You'll know you're in Clearing if your Track status says 'You are in Clearing' or 'Clearing has started'.
- If your Track doesn't say either of these yet, it might just be waiting for your results to update. Get in touch with the universities/colleges if it's taking a while – they might still be considering you, even if your results are a bit lower than required.

What to do next?

Ask for advice

Talk to the careers team who will be available in the library on results day. If you are not collecting your results in person, you can contact us either by phone or email:

T: 01325 461315

E: careers@qeliz.ac.uk

See what courses are available

Use UCAS to search for courses, this list is updated regularly – competitive courses can fill up quickly, so if you find a course you would be happy with act fast!

Talk to any universities or colleges you're interested in

Have your UCAS ID ready as they will use this to find your application (located at the top of your UCAS Hub).

- Get informal offers over the phone – maybe from a variety of universities and colleges – then decide which one you want to accept.
- Take a look around – if you have the time, it's the best way to see what a university/college is like – most will be happy to meet you and show you around.

Add a Clearing choice in Track

- Click 'Add Clearing choice' and fill in the course details by the date the university/college gave you on the phone.
- This counts as you definitely accepting the offer, so if they confirm it'll show as an acceptance on the choices page of Track and you will be sent a confirmation letter.
- You can only add one choice at a time, but if the university/college doesn't confirm your place, you'll be able to add another.

Please only add a Clearing choice once you've had confirmation from the university that they're happy to offer you a place.

Grade Boundaries

It is important to remember that grade boundaries vary from year to year for each qualification. Although senior examiners aim to produce exam papers of the same difficulty each year, in practice this is very hard to do. Because of this, the grade boundaries vary to reflect the level of challenge of the papers taken that year. These changes to grade boundaries make sure that fair and appropriate grading standards are set and that it is not easier or harder to get a grade from one year to the next. As in any year, senior examiners will recommend grade boundaries for every qualification after they have reviewed students' work in their exams and other assessments.

WHAT TO DO IF YOU ARE UNHAPPY WITH YOUR RESULTS

Talk to your Course Leader

You must seek guidance from the course leader or your teacher with regard to a review of marking before completing the relevant form. Course Leaders will be able to discuss your paper marks and the subject grade boundaries.

Decide, with your Course Leader/Teacher, what you want to happen

A review of marking may result in your marks or grade being changed. It is **important** to know that marks and grades can go up or down. You could end up with a lower mark or grade.

If grade goes up or down there is unlikely to be a fee charged. However, this may depend on the awarding body's charging policy. If grade does not change then there is a fee charged.

Requesting a Review of Marking

Once you have spoken to your Course Leader/Teacher you will then need to complete the relevant form which can be obtained from the Exams Office. Please make sure that you quote the details of the actual paper(s) you would like reviewed. Any incomplete forms will not be accepted.

We can accept payment by cash, cheque or card. To pay for this service over the phone by card please contact the college on **01325-461315** and ask for the **Exams Office**. When paying over the phone please state that it is for a "Review of Marking". Once you have paid for the review the signed and completed form needs to be returned to the Exams Office.

The Exams Office will process your request by submitting it to the relevant exam board. Once an outcome has been received you will be notified by an email to your college email account. Depending on what has been received from the exam board, you will be provided a copy of the outcome letter, a new statement of results (if there have been any changes to UMS or overall grade) and information about the refund of fees if applicable.

Review of Marking categories are as follows:

SERVICE 1 CLERICAL CHECK

This service included the following checks:

A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script have been marked; totalling of marks; recording of marks. You can request a copy of the checked script.

The outcome is normally issued within 10 calendar days of application.

SERVICE 2 (Review of Marking)

A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable.

This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement.

The checks will also include the clerical rechecks detailed in service 1. You can request a copy of the reviewed script.

The outcome is normally issued within 20 calendar days of application.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.

PRIORITY SERVICE 2P (Review of Marking)

This service is as Service 2. However, it is only if a GCE A-level candidate's place in higher education is dependent on the outcome.

Any applications not meeting these criteria will be treated as normal Service 2 requests.

The deadline for completion is within 15 calendar days of the awarding body receiving the request.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.

ATS (Access to Script)

A photocopy or the original of the student's script.

Deadlines for Review of Marking


Service Type	Service Description	Deadline
Service 1	Clerical Check	25 th September
Service 2P (Level 3 only)	Priority Review of Marks	21 st August
Service 2	Review of Marks	25 th September
Priority ATS (Level 3 only)	Priority Access to Scripts (Review of Results)	21 st August
ATS	Access to Scripts (Teaching & Learning)	25 th September

CERTIFICATES

Certificates usually arrive early November. These will be posted to your home address that we have on record in December before the end of term. Please note that if you move house before December, you must inform the college so that your certificates are sent to the correct address.

JCQ regulations state that schools should keep certificates for 12 months. If they remain uncollected, they may be disposed of securely.

Awarding bodies do not issue replacement certificates for GCSE or GCE qualifications, instead they will issue a certified statement of results which can be used in place of an exam certificate. It is therefore recommended that you collect your certificates and take good care of them.



AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

APPENDICES

Example of Candidate Statement of Results

Candidate Statement of Provisional Results (43221)



Queen Elizabeth Sixth Form College Information Service

Surname, Forename - DD-YY-MMMM (D.O.B)

Student Ref: 212345

Unique Learner Number (ULN): 1234567890

TGP: T123-ABC/DE

Candidate No: 1234

Unique Candidate Identifier (UCI): 432210201234Z

Subject	Level	Exam Board	Grade	Points	Endorsement (if applicable)
Jun 2024 9BS0 - Business	A Level	EDEXL	C	134	
Jun 2024 H420A - Biology A - Biology A	A Level	OCR	E	80	P
Jun 2024 CNDH1A - BTEC Level 3 National 540 Diploma in Creative Media - (RQF)	BTEC 540 Diploma	Edexcel	M	20	
Jun 2024 4543QD - Criminology Applied Level 3	Applied Diploma	WJEC	A	335	
Modules					
Jun 2024 4543U3 - Criminology Unit 3	Applied Diploma	WJEC	a	99	

GCE Post Results Fees – Summer 2025 – Per Paper

Exam Board	Clerical Check	Review of Marking	Review of Marking inc. Script	Priority Review of Marking	Priority Review of Marking inc. Script	Access to Script (Teaching & Learning)	Access to Script (Priority)
AQA	£9.40	£50.40	£50.40	£59.90	£59.90	£5.00	£5.00
EDUQAS	£11.00	£49.00	£54.00	£58.00	£63.00	£5.00	£5.00
OCR	£11.50	£65.25	70.25	£80.25	£85.25	£5.00	£5.00
PEARSON	£14.00	£57.00	£62.00	£68.00	£73.00	£5.00	£5.00

Level 3 Post Results Fees – Summer 2025 – Per Paper

Exam Board	Clerical Check	Review of Marking	Review of Marking inc. Script	Priority Review of Marking	Priority Review of Marking inc. Script	Access to Script (Teaching & Learning)	Access to Script (Priority)
OCR Cambridge Technicals	£11.50	£65.25	£70.25	£80.25	£85.25	£5.00	£5.00
EDUQAS CRIMINOLOGY	£11.00	£49.00	£54.00	£58.00	£63.00	£5.00	£5.00
PEARSON BTEC	£14.00	£50.00	£55.00	£68.00	£73.00	£5.00	£5.00

GCSE Post Results Fees – Summer 2025 – Per Paper

Exam Board	Clerical Check	Review of Marking	Review of Marking inc. Script	Priority Review of Marking	Priority Review of Marking inc. Script	Access to Script (Teaching & Learning)	Access to Script (Priority)
AQA	£9.40	£43.50	£48.50	N/A	N/A	£5.00	£5.00
PEARSON	£14.00	£50.00	£55.00	£60.00	£65.00	£5.00	£5.00