

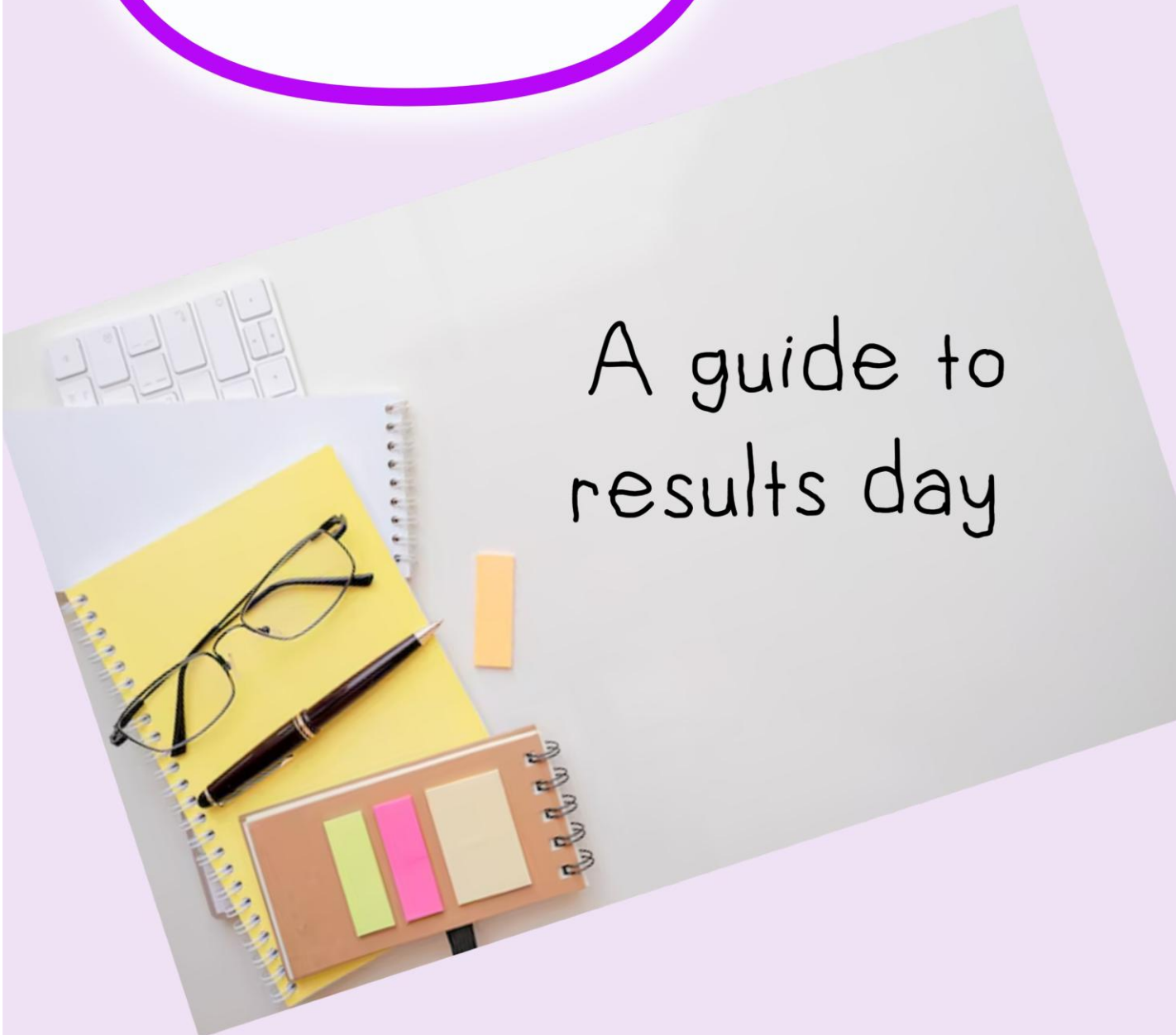
TIME COURAGE CHOICE



BROADOAK
ACADEMY

Class of 2025

A guide to
results day



Dear Y11 Parents, Carers and Guardians.

Firstly, we would like to congratulate all the Y11 students on successfully completing their school journey at Broadoak Academy. It has been an extraordinary 5 years, and we hope they are making the most of their summer holidays before embarking on their post-16 journey.

As we approach the end of the school year, we want to ensure you have all the relevant information you need regarding GCSE Results Day, GCSE Certification and Post-Results Services. Please read the details of this letter carefully to ensure that you fully understand the processes outlined below.

RESULTS DAY:

Results day this year will take place on **Thursday 21st August** between **10am and 12pm**.

Students will enter the school through the dining hall extension, results will be distributed in the Dining hall, arranged across 3 stations in alphabetical surname order. Please find the appropriate line and wait patiently as all results will need to be signed out.

If students are unable to collect their own results this year they may:

- Have their results emailed. **You will need to complete the following form, adding consent and an email address to receive your results.**
<https://forms.office.com/e/iQpEGsmmmQ> . Please note admin staff will be very busy on the day of results and as such may not have the capacity to send out any emails until after in-person collections are finished.
- Request for a family representative or friend to collect their results. **Prior consent must be given using the following form <https://forms.office.com/e/iQpEGsmmmQ> .**
The person collecting the results **MUST** have photographic ID. We will not release results to **anyone** other than the candidate without prior permission or sufficient identification.

Please note: Uncollected results will remain in school and can be collected after the school reopens on Wednesday 3rd September. There will be no opportunity for students to collect their results between these dates.

CERTIFICATE DETAILS:

Once grades are finalised and the Grade review window is closed, the exam boards will begin to print the final GCSE certificates.

When students collect their results in August, it is important that all students check the **personal details on their result slips**; these details will be printed on their final GCSE certificates **exactly** as shown.

Students **must** make the school aware **immediately** of any errors. Please note that **only legal given names** can be printed on both results slips and certificates.

Amendment requests should be emailed to the exams team at baexams@ba.clf.uk **no later than the 10th of September 2025**, a charge (payable by the student) will be incurred for any changes requested after the certificate printing deadline.

Official GCSE Certificates will start to arrive at the school towards the end of the year, once all certificates have been received and are ready for distribution you will receive communication. **Certificates are only required to be kept by the school for 12 months**, so it is important that once notified, certificates are collected promptly.

POST RESULT SERVICES:

Full details of JCQ post result services can be found in the infographic at the end of this letter or on the JCQ website via this link- [Post-Results-Service 25 FINAL.pdf](#). Please note that candidates **are not permitted** to appeal directly to the awarding bodies, representation **must** be made by the head of centre Mr McGilloway. If you believe there could be an error in marking, or you wish to query a grade, it is important you inform the school as soon as

possible **and no later than the Friday 29th August**. Awarding bodies have very strict deadlines for marking reviews and as such, late requests for review will not be accepted.

It is important to note that a review of marking could result in the **final grade going up or down** and as such, all queries will need very careful consideration. If after reviewing the exam scripts, a review of results is required, a **further consent form MUST** be completed by the candidate. We will inform you if this is required.

Grade boundaries can be found on the individual exam board websites and should be available to view on results day. The exam boards used at Broadoak are AQA, Pearson, OCR and WJEC.

Queries regarding GCSE grades should be made to baexams@ba.clf.uk

There will be members of the SLT team available in school during results day to help with any queries. There will also be representatives from local colleges should you wish to ask any questions about your child's next steps.

If you have any queries regarding the information above, please do not hesitate to contact the school on baexams@ba.clf.uk . Please note that the school will be closed for the summer from Tuesday 22nd July and access to communication will be limited. We will endeavour to get back to you as soon as possible and will prioritise any enquiries that are time critical.

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 mark scheme

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.

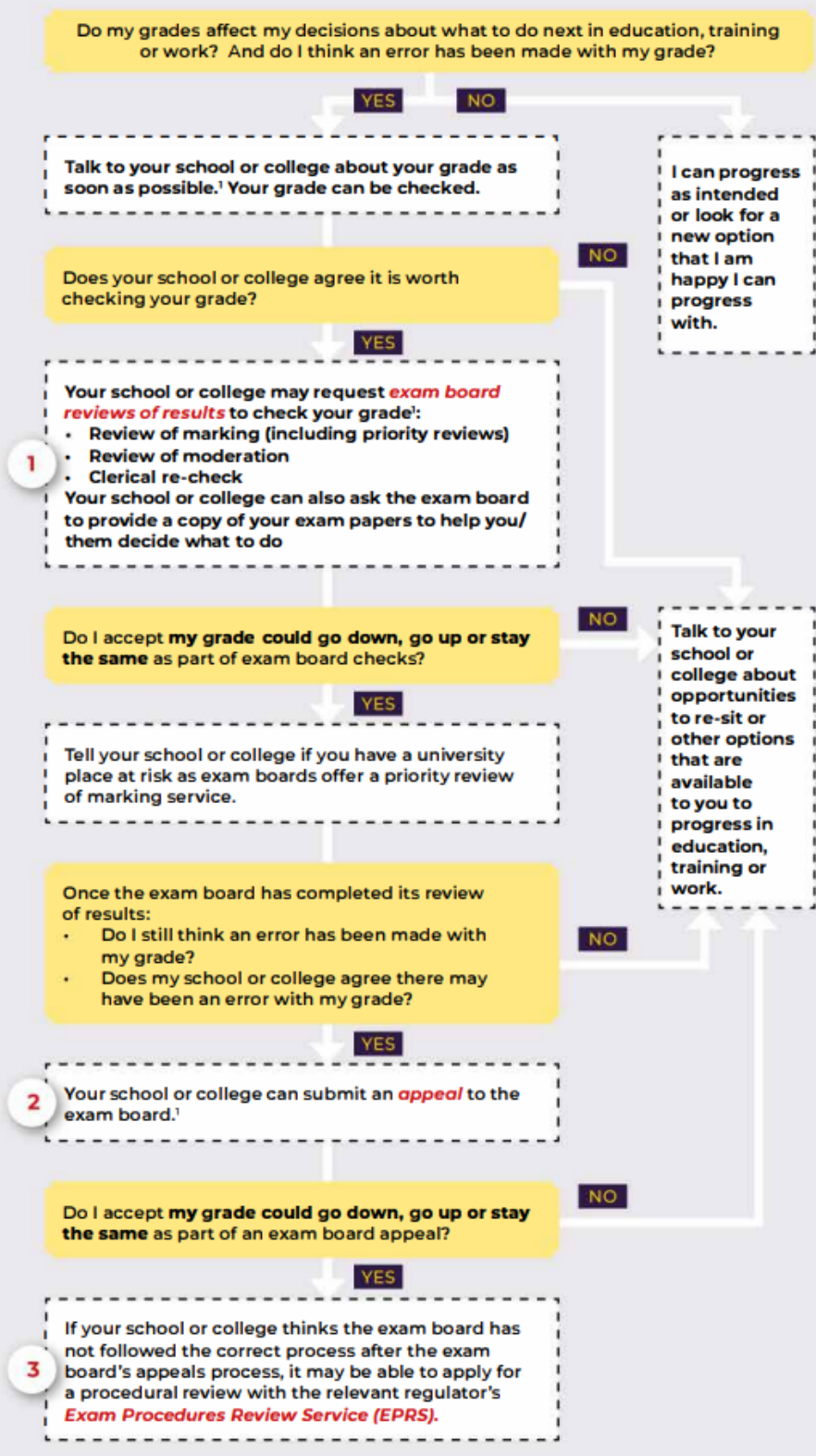
Please note, appeals are not the first step in checking your grade.

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.



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.