



Melton Vale Sixth Form College

GUIDANCE FOR STUDENTS & PARENTS

AFTER THE EXAMINATIONS

Results and Post-Results

Centre Number: 25300



This guide aims to give valuable advice for examination results received by candidates at **Melton Vale Sixth Form College**.

**Please read this document carefully
and retain it for future reference.**

Current exam information can also be found on our website.

<https://www.mv16.org.uk/page.php?d=exams&p=intro>

If there are **ANY** questions or problems, please contact the Exams Officer,
Paula Eaves – **peaves@mv16.org.uk**

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AFTER THE EXAMINATIONS

Notification of Results

GCE A Level and Year 13 BTEC results:

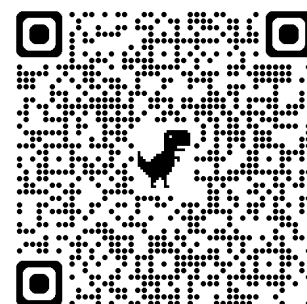
Thursday 14th August 2025

- Results will be available to collect in person from college between **8:00 a.m.** and **12:00 p.m.** (this will be in an envelope containing a results slip)
- Results will be sent electronically at **10:00 a.m.** via email to your **college email address**. Results will also show on your student app.

*Please note that if you are abroad on results day that you will not be able to access your college email as the IP addresses are restricted from outside of the UK. We are able to send results to a student's personal email address, but you will need to complete the **Results Collection Form**, which is available on the college website. (Scan the QR code and it will take you directly to the form).

- If you are unable to collect your results and wish to nominate a representative to do so on your behalf, then in order to authorise this please complete the **Results Collection Form**, which is available on the college website. (Scan the QR code and it will take you directly to the form).

QR code for Results Collection Form (Also see Appendix C)



Staff will be available in school from **8:00 a.m.** to deal with any specific exam / careers related guidance you may require.

Year 12 Exam results:

(BTEC external assessment results, Criminology, AS Further Maths)

- Results will be sent electronically at **10:00 a.m.** via email to your **college email address**. Results will also show on your student app.

GCSE results:

Thursday 21st August 2025

- Results will also be sent electronically at **8:00 a.m.** via email to your **college email account** on **Thursday 21st August 2025**. Results will also show on your student app.

Private Candidates:

- Please email peaves@mv16.org.uk to make arrangements for the collection of your results, with our exams officer, Paula Eaves. This will be possible both in person and/or electronically to a previously agreed email address.

Results will not be given out by telephone unless by special prior agreement with Dr. N Dartnell, Head of Centre.


RESULTS DAY

Result Slips (Example)

On results day you will receive a 'Results Slip' generated by college, that will show your provisional results. The results are provisional (pending any post-results services outcomes that you may have applied for) until you receive your results certificate.

The results slip lists ALL the exams you have and any components within the qualification.

Below is an example 'results slip', from Melton Vale Sixth Form College.



Results by Student Report Melton Vale Sixth Form College

Name: *****

DoB: **/**/****

Date: **/**/**

Season: Summer 2023

UCI: 123456789123A

Tutor Gp: ***

Candidate No: ****

ULN: 0123456789

Year Gp: **

Date	Exam	Unit Code	Board	Exam Level	Result	Equ	Endorse
2023/07	Subject	Exam Code	Exam Board	1 BTEC/EC3	Grade		
2023/06				2 GCE/A			
				3 GCSE			
				4 BTNG/B		P	

Important – Please note that these are PROVISIONAL results only and this is not a CERTIFICATE

Exam Level

1 BTEC/EC3 – BTEC Level 3 National Extended Certificate

2 GCE/A – A Level

3 GCSE

4 BTNG/B – external assessment result for an individual unit

Equ

BTECs - grade from an individual unit

Endorse

Confirmation of grade from NEA Assessment e.g. in A level Sciences

P=Pass

UCAS

If you've applied to university through UCAS, your 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. If your exam results were not what you expected, or you would like some guidance about what to do next, staff will be available on results day to talk to. You can also contact the UCAS Exam Results Helpline for help and advice on anything including retakes, resits, gap years, apprenticeships, further education, clearing and funding. Their contact number is 0371 4680468. Alternatively, you can visit the UCAS website.

Grade Boundaries

“For GCSEs, AS and A levels, grading arrangements will be comparable to summer 2024. Exam boards will make sure that the standard of work to achieve a particular grade is comparable to summer 2024.

There are no set numbers of each grade available. You will be awarded a grade that reflects your performance in your exams and assessments. As usual, Ofqual will make sure that awarding organisations take a suitable approach to grading in all their qualifications.

Grade boundaries vary from year to year and are often different between awarding organisations offering the same qualification. This is important so that the grade boundaries reflect the level of challenge of the papers taken that year. Although senior examiners aim to produce exam papers of the same difficulty each year there can still be some variation in difficulty from year to year. Changes to grade boundaries make sure that it is no easier or harder to get a grade from one year to the next. Senior examiners will recommend grade boundaries for every qualification after they have reviewed students' work in their exams and other assessments" (OFQUAL Student Guide)

Ofqual have issued some information for students in their Ofqual Student Guide 2025 which can be found here: [Ofqual Student Guide 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/ofqual-student-guide-2025)

What to do if you are unhappy with your results

1. Talk to your teacher.

If together you decide that it will be worth obtaining access to your scripts, so that you can both see how the marks were awarded on your exam papers, then complete the access to script form, this will allow you to have a scanned copy of your exam papers. The digital files will be emailed to your college email address, and your teacher will be copied into the email, so that you can both look over the exam papers. Your teacher will have access to the mark schemes for the exams, and they will be able to give you their judgement of the marking of the paper, that the exam board has applied.

QR code for 'Access to Script' Form



2. Decide, with your teacher and your parents, what you want to happen.

If you decide to proceed with a review of marking, it is important to note:

- That a review of your results may mean that your **marks and grades can go up OR down and you could end up with a lower mark or overall grade.**
- There may be a cost involved.

If the overall grade goes up or down, there is unlikely to be a fee charged. However, this may depend on the charging policy of the exam board.

If the overall grade does not change, then there is a fee charged by the exam board.

3. Look at the flowchart on Appendix A (page 9 of this booklet) to see which post results service suits you. Page 7 and 8 of this booklet, gives more information of what each service includes.

4. Complete the 'Review of Marking' form.

Return the completed form, which must be signed by the candidate to Mrs Eaves (peaves@mv16.org.uk).

QR code for 'Review of Marking' Form

Once the potential cost of a review of marking has been calculated, then a "parent form for review of marking" (see page 15) will also need completing.



A cheque must be paid to cover the potential cost of the review. The cheque must be made payable to **NET-MELTON VALE P16**. If after the review of marking, the overall grade is changed then the cheque will be securely destroyed.

If you don't have a cheque book, payments can be made by invoice. However, both the student and their parent(s) must sign the form agreeing to pay the invoice if the review of marking does not result in a change to the overall grade.

5. Contact Mrs Eaves in the Exams Office if you are unsure about anything. (peaves@mv16.org.uk)

Explanation of Post Results Services.

Reviews of Marking

All Reviews of Marking (ROMs) should first be discussed with MV16 staff who will advise on the viability of such a request.

The "Review of Marking Form" should then be completed and signed (JCQ Appendix A). You will be charged if your review does not result in a change of overall grade.

In our experience, it is unusual for marks to change upwards by more than a marginal amount, but this could be enough to change an overall grade. We review all the marks that are awarded and will advise candidates 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 college itself will request a review of marking for all of those papers (with the candidate's consent)

If your university place is pending, we do not recommend that you obtain a Service 1, 'Clerical Check'. The turnaround for a clerical check is 10 days but the deadline for requesting a 'Priority Mark Review' is only 7 days after results day! The deadline for requesting a priority mark review is 21st August 2025.

If you do not have a university place pending, then we recommend that you ask for a Service 2, 'Mark Review'. You have until 25th September 2025 to request a review.

For students who took GCSEs, access to scripts deadline is 25th September 2025 and, this is also the deadline for requesting a clerical check or a review of your results.

Review of Marking categories are as follows:

(The cost of all the services below are shown in Appendix B. Please note that these costs are set by the exam boards themselves).

SERVICE 1 CLERICAL CHECK	JCQ Appendix A needs completing
<p>This service will include the following checks:</p> <p>That all parts of the script have been marked. The totalling of marks. The recording of marks.</p> <p>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.</p> <p>The deadline for completion is within 10 calendar days of the awarding body receiving the request.</p>	

SERVICE 2 (Review of Marking)	JCQ Appendix A needs completing
<p>This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.</p> <p>This service will include:</p> <ul style="list-style-type: none">- the clerical re-checks detailed in Service 1;- a review of marking (administrative error, failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer, an unreasonable exercise of academic judgement)- if requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service (AQA scripts are included in 'Review of Marking' fee, all other Exam Boards charge an additional fee)	

Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

The deadline for completion is within 20 calendar days of the awarding body receiving the request.

PRIORITY SERVICE 2P (Review of Marking)

JCQ Appendix A needs completing

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

Any applications not meeting this criterion will be treated as a normal Service 2 request.

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

ATS (Access to Script)

JCQ Appendix B needs completing

An original or scanned copy of the student's script.

Deadlines

	ATS DEADLINE	Priority ATS DEADLINE	Service 1 DEADLINE	Service 2P DEADLINE	Service 2 DEADLINE
Exam Board	25-Sep-25	21-Aug-25	25-Sep-25	21-Aug-25	25-Sep-25
	Access to Scripts	Priority Access to Scripts	Clerical Check	Priority Mark Review	Mark Review

CERTIFICATES

Certificates are received in college by mid-November. Arrangements for certificate collection will be emailed to **students' personal email addresses*** by the end of the Autumn term.

*** Please check that your personal email address is correct on MCAS to ensure that you receive this communication from us.**

Any certificates from exams taken during Year 12 can be collected from the Exams Office towards the end of November.

Certificates can be posted using a paid 'signed for' service but a signed permission form must be received from the candidate stating that full responsibility is being taken in case of loss during the postal process and in case any details on the certificates are incorrect. The form is available on our website [here](#).

JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected, they may be disposed of securely. We do keep certificates for longer than this timeframe and surprisingly each year we have a number of certificates that are not collected.

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 contact the relevant awarding body. Some of the awarding bodies may not be able to provide replacement certificates, it will depend on the qualification. They could possibly issue a 'Statement of Achievement' or 'Certifying Statement of Results'. The information required for an application can be quite detailed and processing the request can take a number of weeks. If you took exams with a number of exam boards the cost of replacements can be quite significant.



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.

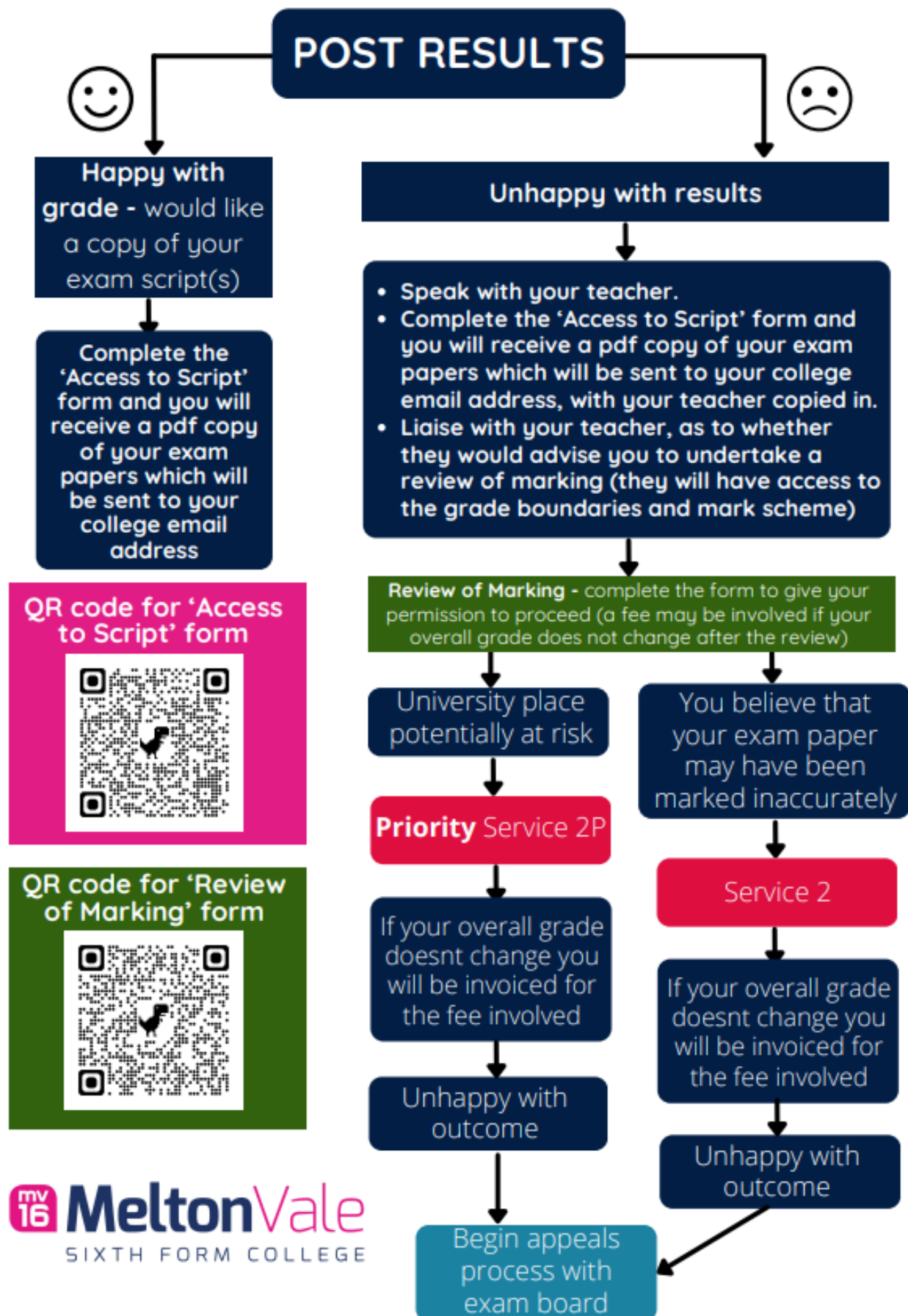
Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their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

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

APPENDICES

Appendix A

Post results process.



Appendix B

The exam board fees for post results services are below:
(please note that these fees are not set by college)

	Service	ATS	Priority ATS	Service 1	Service 2P	Service 2
		DEADLINE	DEADLINE	DEADLINE	DEADLINE	DEADLINE
		25/09/25	21/08/25	25/09/25	21/08/25	25/09/25
		Access to Scripts	Priority Access to Scripts	Clerical Check	Priority Mark Review	Mark Review
	Exam Board	The fee is per unit, component, or paper.				
A Levels, BTECs & Cambridge Technicals	AQA GCE	Free	Free	£9.40	£59.90	£50.40
	Pearson Edexcel GCE	Free	Free	£14.00	£68.00	£57.00
	BTEC Level 3 Nationals	Free	Free	£14.00	£68.00	£50.00
	OCR GCE	Free	Free	£11.50	£80.25	£65.25
	EDUQAS/ WJEC GCE	Free	Free	£11.00	£58.00	£49.00
GCSEs	AQA GCSE	Free	N/A	£9.40	N/A	£43.50
	Pearson Edexcel GCSE	Free	N/A	£14.00	N/A	£50.00
	EDUQAS/ WJEC GCSE	Free	N/A	£11.00	N/A	£43.00
COPY of reviewed script - Available after the review of marking has been received						
AQA included		Edexcel / Pearson £15		Eduqas service not provided - a report is issued as part of the ROM process		OCR included

Appendix C

Results collection permission form.

Please use this form if you

- Wish to nominate someone else to collect your results on your behalf on results day.
- Are going to be abroad on results days and would like them sending to a personal email address, as your college email address cannot be accessed outside of the UK.



CANDIDATE PERMISSION FORM: Results collection

Results day(s):

GCE – Thursday 14th August 2025

GCSE – Thursday 21st August 2025

Please see the guidance document about Results and Post-Results which covers the normal arrangements for collecting results at Melton Vale Sixth Form College. This document can also be found in the Exam Information folder in the files section of Year 12 and Year 13 Teams channels.



If you are abroad, you will **not** be able to access your college email address as IP addresses are restricted from outside of the UK. If you are abroad on results day, and want your results emailing to you then you will need to provide a personal email address below. (Please note that this must be your own email address and not a parent email address)

Candidate name			
<input type="checkbox"/> Results should be sent to my personal email address as I will be abroad on results day: _____			
<input type="checkbox"/> I give permission for a representative to collect my results on my behalf: Name of representative _____ Relation to student _____ I confirm that my representative knows that they will have to provide photographic ID in on order to collect my results			
Candidate signature		Date	

¹ Any change of address should be notified through the official change in details process. Melton Vale Sixth Form The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.

Completed forms should be returned to Paula Eaves, Exams Officer peaves@mv16.org.uk
no later than **11th August 2025**

Appendix A – Clerical re-checks, reviews of marking and appeals – Candidate consent form



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Clerical re-checks, reviews of marking and appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

.....

.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me 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 this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

Parent form for review of marking

Melton Vale Sixth Form College
Burton Road
Melton Mowbray
Leicestershire
LE13 1DN

+44 (0) 1664 504750
www.mv16.org.uk
contactus@mv16.org.uk
@MeltonValeP16
meltonvale

Head Teacher
Nicki Dartnell BSc, PGD, QTS
Executive Head Teacher
Sandy Paley BSc (Hons), PGCE, MEd



Dear parent/carer,

Your young person has requested a review of marking on one or more of their Summer exam papers.

We kindly ask for your confirmation that you are aware of this request, as well as the possible financial cost involved.

I/We understand:

- That our young person has requested a review of marking to one or more of their exam papers
- That if the overall grade remains unchanged following the review, a fee will be charged.
- That while teachers at Melton Vale Sixth Form College can offer their professional guidance, there is no assurance that the exam board's judgement will correspond with their assessment.
- That it is the responsibility of the candidate and their parent or carers to decide whether to proceed with the review of marking.

Exam Board	Subject	Paper no.	Cost
Total Cost:			

Confirmed by Exams Manager, Paula Eaves: *PEaves*

I/We accept and agree with the information provided above.

Please tick one of the following statements:

- ☐ I/we have written a cheque made payable to NET-MELTON VALE P16 and have returned it along with the review of marking form. If no charge is made by the exam board(s) as the overall grade changes, the cheque will be securely destroyed.
- ☐ I/we understand that we will be invoiced for the above amount. The invoice will be sent only if a fee to the exam board(s) is payable in the event of no overall grade change.

Candidate Signature:

Date:.....

Parent/Carer(s) Signature:

Date:.....

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Registered Office: C09 - C11, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, England



Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

☐ I consent to my scripts being accessed by my centre.

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:

This form should be retained on the centre's files for at least six months.



Post-Results Services, Summer 2025

Deciding what to do after you've got your A/AS Level or GCSE results

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.



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]