



Ormiston Victory Academy

Ormiston Victory Academy
Middleton Crescent, Costessey, Norwich, NR5 0PX

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June 2017

Dear Student

AS Level Examination Results for Year 12 students - Summer 2017

As the academic year is drawing to an end, I am writing to inform you of the arrangements for collecting your results on **Thursday 17th August 2017**.

Results Collection

Year 12 students are invited to collect their results from the Main Hall at 10.30am. If you do not get the results you are hoping for, it is important you make an appointment to see one of the Sixth Form Team immediately so we can assess your suitability to A2 study. Some students will already have pre-arranged appointments within their results envelope.

If you are unable to collect your results personally, you can ask someone to collect them on your behalf. This is only an option if this person brings in a letter of authorisation signed by you. We cannot allow others to act for you without this letter and there will be no exceptions.

Please be aware that the Academy is unable to issue results, to either yourself or a representative, by phone.

If you wish to have your results posted to you, the Exams Office requires a stamped, addressed envelope (minimum A5) to be provided by you and to arrive no later than Monday 7th August. This should be addressed 'For the urgent attention of the Exams Officer'.

If you are unable to collect your results at the time above, they will be available to collect from the Exams Office at the following time:

Friday 18th August, 9.00am – 12.00pm

To organise collection, please contact the Exams Office on 01603 734155 or email a.cathersides@ormistonvictoryacademy.co.uk

Re-checking and Re-marking

If you think your results are incorrect and would like a clerical re-check or a re-mark:

Talk to your Subject Teacher or a member of the Sixth Form Team to see whether this is an appropriate course of action.

If agreement is given, you should complete a Post Results Application (available in the Main Hall on results day or from the Exams Manager after this point). You may be advised to obtain a photocopy script before deciding whether to request an ordinary, non priority re-mark. The request for a photocopy script **MUST** be submitted to the Exam Board by the Exams Office by the end of the day on Friday 25th August.



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It is important to realise that marks and grades are not always raised as a result of a re-mark. They may simply be confirmed and may even be lowered.

Re-sitting

It is possible to re-sit AS units. Please discuss this with your subject teacher or a member of the Sixth Form Team on Results Day.

If you are expecting re-sit GCSE Mathematics and/or English results, these will be available for collection at 11am on Thursday 24th August from the Main Hall.

Certificates

Certificates for AS Level qualifications will be available for collection from the academy during the Autumn Term. Further details will follow in due course. Please ensure that any person nominated to collect your certificates possesses a letter of authorisation signed by you.

Certificates are not awarded to candidates who obtain a U grade at AS Level.

If you have any queries regarding this letter, please do not hesitate to contact the Exams Office on 01603 734155 or via email to a.cathersides@ormistonvictoryacademy.co.uk

Yours sincerely,

A Cathersides

Mrs A. Cathersides
Examinations Manager