



Ormiston Victory Academy

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

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June 2017

Dear Student,

A Level Examination Results for Year 13 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 13 students are invited to collect their results from the Main Hall from 9.00am. This will give you plenty of time to make calls to universities where necessary. Please ensure you come fully prepared, with your UCAS reference number, personal statement, phone numbers for your universities and any other ID and reference numbers you may require.

You should check the UCAS website on Thursday morning as this may already confirm whether you have achieved your first choice university even before you receive your results.

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. If this is your intention and you are relying on certain results for a university place, please ensure you make contact with this person immediately so you can obtain your results.

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 Manager.'

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, 10.00am-12.00pm

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

University Places

If you are unsuccessful and do not meet the university criteria, it is crucial that you call the university in question or others to make alternative arrangements. You will need to speak to the Admissions Department. Please do this as early as you can on Thursday 17th August. If you are on holiday, please drag yourself away from the beach and find a means of contacting the university.



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If this is not successful, it is possible to request a Priority Service 2 Re-mark for a subject (form available in the Main Hall on results day from Curriculum Leaders or the Exams Office). You should complete a Post Results Application, requesting this service as soon as possible. **All requests must be with the Exam Board by Friday 25th August** for decisions to be made before the start of your University's Autumn Term. Your UCAS reference number **MUST** be included on the form.

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 Office 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 Friday 25th August.

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 may be possible to re-sit both AS and A2 units. Please discuss this with your Subject Teacher or a member of the Sixth form team on Results day as some units of legacy A levels may no longer be available.

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

Certificates

Certificates for AS and A2 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 or A2 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

We wish you every success for the future.

Yours sincerely,

A Cathersides

Mrs A. Cathersides
Examinations Manager