



August 2024

Dear Student

Now that you have received your exam results you can move forward on your chosen career path. However, if the results you have received today appear to have fallen short of the requirements for your next steps, you need to know what to do next. Below is information to help you in this process.

1) Seek Advice

The Careers Team are available to offer advice and guidance for next steps. Senior teaching staff are available to talk to you about your marks relative to grade boundaries and offer advice should you wish to approach the Awarding Organisation to review your script. **It is vital that this is done today.**

On Friday 23 August, Year 11 students needing or wishing to change their courses at HBK Sixth Form should come into school (Hinchingbrooke House) between 10 am and 12 pm, as the Sixth Form team will be available to check availability of courses and if requirements have been met, making changes where possible. Students unable to come in should contact the team on sixthform@hbk.acesmat.uk, letting us know what course you wish to change from and to.

2) Request a Review of Marking

If you wish to approach the Awarding Organisation to review your script, please complete and sign the form on the reverse of this letter, ensuring that all information is included, i.e. code of exam paper, full title as on your results slip and a clear, written request of the service you require. This must then be handed in personally to the Exams Office (Mrs Grantham) together with card payment in order that your request may be actioned. Please consult the school website or your results envelope for exact details of the services available and their relevant costs with each individual organisation, prior to completing your form. Requests cannot be accepted without an accompanying payment and the **deadline of 18 September is final and absolute.**

Please note that a review of a script is not a remark: it is purely a review of the marking by another Examiner to ensure it is free from error and represents a reasonable exercise of academic judgement, as well as a clerical check. **As a result of a review, your grades can go up, go down or remain the same and careful consideration should be made prior to any request as it will not be possible to reinstate the previous mark.** If your final grade is altered following a review, then the cost of the review will be refunded, excluding any copies of scripts.

I would like to take this opportunity of wishing you every success for the future and hope that you will look back on the time you have spent at Hinchingbrooke School as both fruitful and pleasurable.

Best wishes

Mrs A Grantham
Examinations Manager