

**This guidance covers what to do if you are considering:**

1. The release of your exam results to you
2. [Requesting to see a copy of your exam script](#)
3. [Requesting a review of the marks you have been awarded for an exam](#)
4. [Requesting to retake one or more exams](#)

**AS/A Level Results Day is Thursday 17<sup>th</sup> August 2017**

Your exam results will be live on your Student Advantage profile from 8am

The college will be open from 9am for you to collect your printed results in person, if you would prefer.

Student Advice services will be running from 9am on Results Day and running until the end of August, including advice for:

- University places
- A1 students who have not passed one or more of their AS exams
- Retakes and requests for a review of marking

The main focus of this service is to support students who have not passed exams or who need support with university places.

Please be aware that there will be very limited advice on the reasons behind results achieved or whether students should acquire their scripts, request review of marking or retake exams. This advice is best given by teachers who return to College and consult with students in September. The Guidance Team's priority will be supporting students who are facing difficulties in gaining their university place or their continued study at BHASVIC or in one or more of their courses. We ask that you allow the Guidance team time to focus on these students' needs.

**Your results:** The format of the results you receive will depend on whether the subject is a **legacy** AS/A level or a new, **linear** A level.

**Please Note:** You will not be able to see the individual component results for all exam papers in certain subjects.

- **Legacy AS/A level results** include an overall grade for the qualification and marks for each unit.
- **New linear A level results** only include an overall grade and do not include marks for individual papers. If you wish to see a breakdown of individual examination paper results, exam boards do not provide this in a format that is intended to be given to candidates and the college therefore can only provide this to you in person, by visiting the college and asking for these. The college will not be able to provide a breakdown of results to you by email, telephone or via your Advantage account. Most colleges will not be providing this to their students at all, but BHASVIC are running a face-to-face service to provide this. [A list of Linear A level subjects is at the end of this document.](#)

## Request for a review of marks or copy of script

If you are considering requesting a review of marking because you are dissatisfied with your examination grade, please bear in mind the following:

- Consider your predicted grades, ongoing assessment provided by your teacher(s), mock exam results and any advice or expectations you had about what you were realistically going to achieve. If your result is way off what you expected and how well you think the exam(s) in the subject went, then you may be right to consider a review of marking.
- Exam boards will only change a grade due to **errors**, or if marking is **out of tolerance** when reviewing papers. **Reviewers will not re-mark scripts**, the service is a post results review of the original marking to ensure that the agreed mark scheme has been applied correctly. Adjustments will not be made due to minor differences in professional opinion (e.g. slightly firmer or slightly softer marking).
- Your marks could be **lowered** following the outcome of a review and your overall grade could go down.
- Requests for a review of marking is expensive (see below).
- Grades awarded by the Exam Boards are only occasionally increased. The college's experience is that exam boards have rarely changed marks in the past and have put systems in place to reduce the number of changes considerably from this summer. However, they have improved the quality and checking of marking.
- The last date for receipt of A/AS Level appeals is **20<sup>th</sup> September 2017** and no review of marking can be requested after this date.

The services are available for written papers of both unitised and linear specifications. Coursework and practical elements cannot be reviewed and have already been checked and moderated.

## Review of marking services

### A. **Priority review (priority service 2)** per unit/paper = £55 or £69 with photocopy of reviewed script

If a Further or Higher Education place is dependent upon the outcome of a review of marking, use this priority service.

If you wish to see your paper before deciding whether to apply for a review you cannot then have a priority review, it will then be a non-priority service.

The application deadline for priority service 2 is **3pm on Thursday 24<sup>th</sup> August 2017**. A completed application form should be submitted to the BHASVIC Exams Department.

### B. **Review of externally assessed components (service type 2 – non-priority)** per unit/paper = £50 or £64 with photocopy of reviewed script

This offers the same service as outlined above but the Exam Boards aim to complete within 20 days.

The application deadline for non-priority service 2 is **3pm on Wednesday 20<sup>th</sup> September 2017**. A completed application form should be submitted to the BHASVIC Exams Department.

### C. **Priority Photocopy** per unit/paper = £14

Photocopied scripts are designed to come back quickly to support reviews of marking and enable you to decide whether you wish to pay for the expensive service above.

The application deadline for priority service 2 is **3pm on Thursday 24<sup>th</sup> August 2017**. A completed application form should be submitted to the BHASVIC Exams Department.

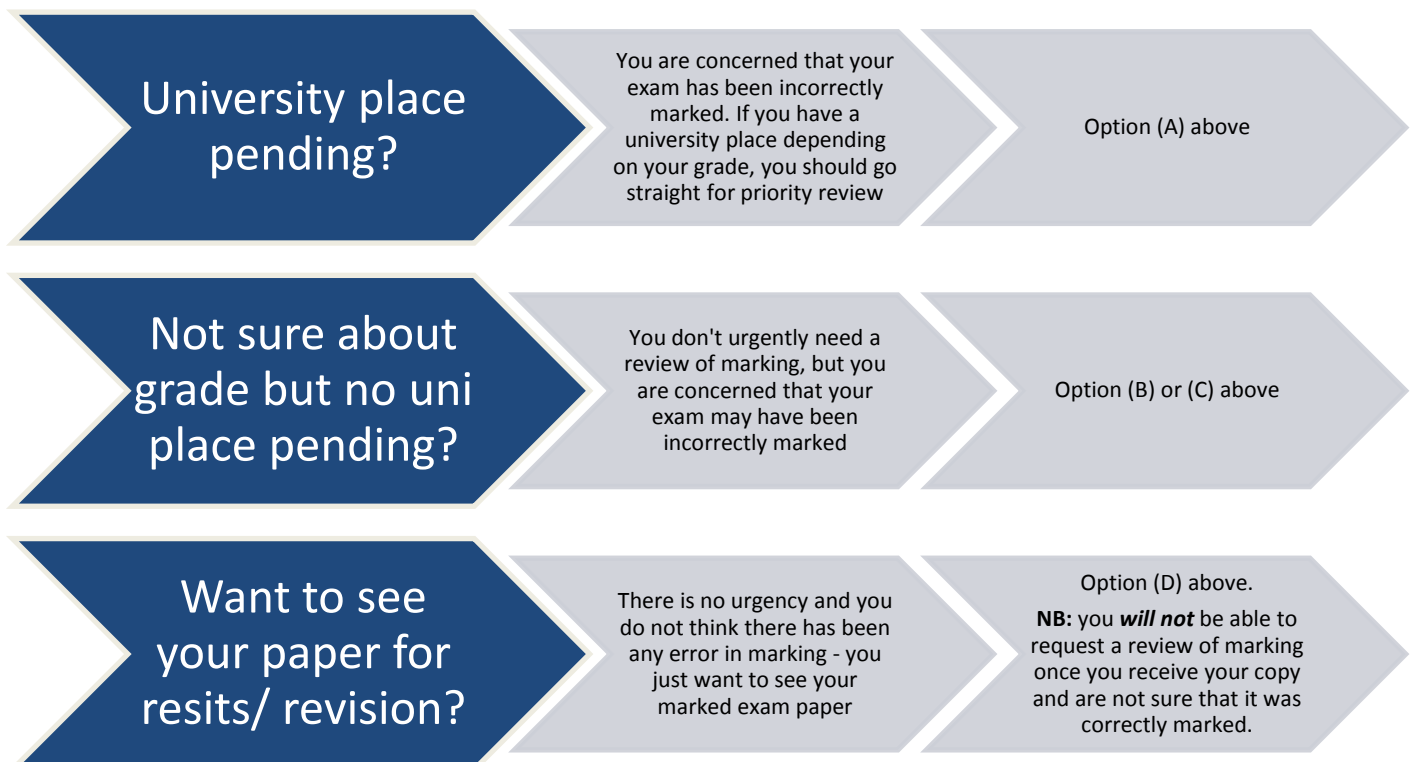
D. **Non-priority Photocopy** per unit/paper = £12.50

The purpose of this service is to enable you to see your exam paper and see where you gained scores, did well and went wrong. This is the service that is of relevance to students considering retaking an exam. It allows you to work out your revision strategy based on how you did in the exam the first time around.

This is a non-priority service, so you will receive your copy a few weeks after application.

The application deadline for non-priority photocopy is **3pm on Thursday 28<sup>th</sup> September 2017**. A completed application form should be submitted to the BHASVIC Exams Department.

**What is the right service for me?**



Requests **will not be processed unless payment has been made** and the relevant form returned to the exams department.

All relevant forms available from:  
Exams Office  
1<sup>st</sup> Floor, Sports Centre, BHASVIC.  
Direct Line: 01273 859806

## Request to retake an exam

If you are considering retaking an exam to improve your results, please bear in mind the following:

- Retakes are only available for AS/A levels in summer 2018.
- You first need to ascertain whether your subject is a legacy AS/A level qualification or a new, linear A level. You can work this out in the following way:
  - First year students - Legacy AS levels involved sitting an external exam this summer. New linear A levels involved sitting a BHASVIC Progression Exam this summer.
  - Second year students – Legacy A levels involved you sitting an AS exam last summer and an A level exam this summer and your overall grade was made up of both sets of results. New, linear A levels involved sitting a BHASVIC Progression Exam last summer and an external, A level exams this summer and your grade is just one overall grade made up of all your exams you sat this summer.
- Legacy AS and A levels still provide an opportunity to retake individual, written examination units in summer 2018. This will be the final opportunity to retake and all legacy exams will not be available to retake after next year.
- New linear A levels **do not** provide this opportunity. If you wish to retake to improve your grade you will need to retake **all written examination papers** for the A level; you will not be able to only retake individual exam papers.
- Both legacy AS/A levels and new linear A levels **do not** normally enable you to retake practical, oral, controlled assignment or coursework components of the qualification. You will need to approach the Head of Department in September to ask about whether this is possible, if you are determined to explore this option.
- If you are completing your studies this year and would like to retake to improve your grade for a university place, it is worth seeking advice from the college about your university options. Sometimes accepting your insurance place or exploring UCAS Clearing can help you progress this year, instead of delaying your start at university.
- If you are a first year student, you should think carefully about the amount of exams you will be sitting next summer and the amount of revision you will need to do. Adding to your exam load next summer with retake exams may not be the best strategy for your overall grade profile across your subjects.
- Retaking exams is expensive. Retaking an exam or qualification often does not lead to an improvement in the overall grade. Consider what you would do differently or how the exams went for you in the subject you are considering retaking. You also have time to properly reflect before requesting a retake, so do not rush into any decisions.
- You may wish to request a copy of your exam script before deciding on whether to retake anything. This can be affordable for individual papers but will be more expensive for an entire A level. However, seeing what you wrote in the actual exam can help you reflect on whether you want to retake and whether you genuinely believe you will be able to improve on what you did this summer.
- Consider your predicted grades, ongoing assessment provided by your teacher(s), mock exam results and any advice or expectations you had about what you were realistically going to achieve. If your result is not a true reflection of what you know you are capable of, or you are confident that with a year of independent revision you can improve on your grade, then retaking is a worthwhile option.

**Exam Access Arrangements for ex-students:** If you no longer attend BHASVIC and request a retake as an ex-student, and you received special access arrangements for your exams, it is likely to be the case that assessment evidence, required by the exams regulator, will have expired. You are

therefore likely to need to be re-assessed by the college. Please ensure that you record the exam access arrangements you received this summer clearly on the retake application form.

### How to request a retake

You must complete an application form, which is available from the BHASVIC exams office. The deadline to request a retake is **Wednesday 22<sup>nd</sup> November**. Once this deadline has passed, additional charges will apply. An overall administration fee of £25 will be applied to all requests for ex-students.

- A. **Legacy AS/A level retakes for individual units** = £30 per unit  
You will need accurate information about each exam paper reference, which is normally included on your results slip you received in the post from the college. If you are uncertain, you should contact your teacher or the Head of Department for this information, but please try and find out yourself first. An admin fee of £25 per subject will be added for ex-BHASVIC students.
- B. **New linear A levels** = £100 per A level, plus £25 admin fee per subject.
- C. **Non-priority Photocopy** per unit/paper = £12.50  
The purpose of this service is to enable you to see your exam paper and see where you gained scores, did well and went wrong. This is the service that is of relevance to students considering retaking an exam. It allows you to work out your revision strategy based on how you did in the exam the first time around.

This is a non-priority service, so you will receive your copy a few weeks after application. The application deadline for non-priority photocopy is **3pm on Thursday 28<sup>th</sup> September 2017**. A completed application form should be submitted to the BHASVIC Exams Department.

Requests **will not be processed unless payment has been made** and the relevant form returned to the exams department.

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## Is my subject a Legacy AS/A2 or Linear A level?

These are the subjects which are new, linear A levels this summer:

- Biology
- Business
- Chemistry
- Computer science
- Economics
- English language
- English language and literature
- English literature
- Fine Art
- Graphic Design
- History
- Photography
- Physics
- Psychology
- Sociology
- Textiles