July 2022

Dear Parent/Guardian

**RE: Collecting GCSE Examination Results**

Now that the examinations have finished, I am writing to explain to you how your son/daughter should collect the examination results. They will be available for collection from the school on Thursday 25th August 2022 from 9.00am until 11.00am.

We are aware that results day can be a stressful time. There will be many staff available to support students on the day and students will have access to support online (<https://nationalcareersservice.direct.gov.uk/>)

You will need to let us know by emailing [examsofficer@burnleyhigh.com](mailto:examsofficer@burnleyhigh.com) if your son/daughter is unable to collect the results in person, a nominated person will be able to collect their results with written permission from the pupil along with proof of ID. Otherwise, your son/daughter’s results will be posted home on Friday 26th August 2022.

If a concern is raised about a particular examination result, the exams officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry supported by the Centre.

Where the center does not uphold a request from a candidate, the candidate may pay the appropriate enquiry after results fee to the Centre, and a request will be made to the awarding body on the candidate’s behalf. Further details and the appeals procedure can be accessed on the ‘exam information’ page on our website. Please be aware that relevant personal data (name, date of birth, gender) will be transferred to the awarding bodies for the purpose of examining and awarding qualifications, and that such personal data, together with the examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared with relevant bodies.

If your son/daughter is in Year 11 it may be that they would like to keep some of the non-examination assessments that were prepared for these examinations. If so, they may be collected from school from January 2023. Please telephone the school in advance so that staff can retrieve the assessments for you. Controlled assessments or non-examination assessments that have not been claimed by July 2023 will be destroyed.

Examination certificates will be available for collection from the Burnley High school reception area from December. They cannot be posted home. Certificates can be collected against a signature by your son/daughter in person, or by another person with written permission from the student. Examination certificates will be available for collection for 12 months. As per the JCQ guidelines, examination certificates that have not been collected will be destroyed 12 months after issue.

If students wish to claim their examination certificate, following the 12-month window, students will need to contact the awarding bodies themselves for replacement certificates. Please note that not all examination boards offer a replacement certificate service. If this is the case a ‘Certifying Statement of Results’ will be issued.

Kind regards

J Dellacuna

Administration Manager

(Exams and Data)

[examsofficer@burnleyhigh.com](mailto:examsofficer@burnleyhigh.com)