



RESULTS DAYS/CERTIFICATES (general information)

If you have any questions that are not answered in this document, please contact the Examinations Office at Shenley Brook End School.

Please see the separate document detailing the results dates for the current academic year.

- Results for the November series of examinations will be issued via tutor trays.
- Results for the January series of examinations will be issued via tutor trays.
- Results for the Summer series of examinations may be collected from the school by candidates.
- If a candidate is not able to collect results in person (in the summer series), the results may be collected by a third party but the candidate must write a letter of authorisation for this person to collect their results and, ideally, this will be passed onto Mrs Bayliss before the start of the summer break. Results will not usually be handed to anyone other than the candidate, even parents, without a letter of authorisation from the candidate. A candidate may make a written request to the Examinations Office for a scanned copy of his/her results to be emailed through; candidates should be aware, however, that this task may not be carried out until around 12.30pm on results day.
- Summer results envelopes not collected by Year 11, 12 or 13 candidates on the day of issue will be posted home at the end of the relevant results day. Results envelopes not collected by candidates from other year groups will be available via tutor trays on return to school in September.
- GCE results for either modules or subject award are graded: A B C D E; A Level candidates will be awarded an A* if they have achieved an A grade at A Level **and** if 90% of the maximum UMS on the aggregate of the A2 units. U denotes ungraded.

Year 12 students should note that in the Summer series, their qualifications will not have been “cashed in”/aggregated/certificated and the results slip generated by the school will not show an overall grade for the qualification, however, Year 12 candidates will receive a separate sheet in their results envelope showing their grade equivalents for the qualifications taken. Late cash in requests will be made by the school for subjects where students have been successful and certificates will be available in school in November.

- GCSE results for either modules or subject award are graded: A B C D E F G. U denotes ungraded.
- BTEC results are graded: D* (Distinction*) D (Distinction) M (Merit) P (Pass)
- Marks gained for GCE/GCSE qualifications will be recorded as a UMS (Uniform Mark Scale) score. The maximum uniform mark for each paper depends on the weighting of the unit in the scheme of assessment. If you have any questions on the day, please see a senior member of staff, a subject teacher, or Mrs Bayliss.
- Certificates (for qualifications achieved throughout the preceding academic year) will be in school and ready for collection in November. Candidates who are still at SBE will be notified when certificates are ready for collection; candidates who have left SBE will receive a letter advising them that certificates are ready for collection. If a candidate is not able to collect his/her own certificate/s, their written authorisation will be required to allow the school to pass the certificate/s on to a third party.