



### **Examination Results Day 2016**

A/AS Level Results – Thursday 18<sup>th</sup> August

9:00am for Year 13 pupils

9:30 for Year 12 pupils

GCSE & BTEC Results – Thursday 25<sup>th</sup> August

9:00am for Year 11 pupils (and any college re-sits)

11:00am for Year 10 pupils

Please note that results will be available until midday on both Results Days. After Results Day, results will be available from the exams office from 9am until 3pm on days when the school is open.

#### **What to do if you cannot collect your results in person:**

1. Leave a stamped addressed envelope with the Examinations Officer (Rachel Dodds). Results will be posted out one day prior to 18<sup>th</sup> (for A Levels) or 25<sup>th</sup> August (for GCSEs) to arrive on Results Day. All envelopes must be A4 and card-backed as some certificates may be sent out at this time. All envelopes must have the correct postage. Leaving the wrong style envelope or envelopes with inadequate postage may delay or prevent the delivery of your results.
2. Nominate someone to collect your results on your behalf. You must write a letter to Mr Scott, the Data and Assessment Manager, detailing who will be collecting your results. This person needs to bring a form of identification with them on Results Day, for example, a driving licence or passport.

Unfortunately we are not able to distribute exam results by e-mail, text or over the phone.

#### **Certificates**

Examination certificates will be available in late 2016. They will be distributed to pupils staying in school and available for collection by pupils who have left from January 2017. Certificates will be kept in school for 4 years at which point they will be shredded in accordance with examination board guidelines.