



## THE BISHOP OF HEREFORD'S BLUECOAT SCHOOL

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Enquiries: [head@bhbs.hereford.sch.uk](mailto:head@bhbs.hereford.sch.uk)

Headteacher: Mr Martin Henton

EMB/AHW  
24<sup>th</sup> April 2023

Dear Student,

Well done so far for all the preparation that has gone into your examinations and revision. It is a very important time for your revision at the moment as we get nearer your exams. NEA work is now being submitted to the exam boards.

We have already sent you the exam regulations from JCQ but this is a reminder that it is essential these exam regulations are followed at all times. You are also about to sign forms to go with these that authenticate everything is your own work. It is essential that if you sign to say it is your own work that this is definitely the case. Cases of plagiarism will be treated as malpractice and the exam boards have also now issued guidance about the use of artificial intelligence in generating assignments. This would also be viewed as malpractice and could have serious consequences if work is submitted that is not your own. Further detail can be found in this document.

[AI Use in Assessments: Protecting the Integrity of Qualifications - JCQ Joint Council for Qualifications](#)

Whilst writing, I also thought it would be a good time to remind you about the procedures in the Summer.

Results Day: Thursday 24<sup>th</sup> August 2023

We would love to celebrate your GCSE results with you in school at 9am. If you would like to collect these in person please come to the sports hall. Results will be emailed to you from 10.00am on 24<sup>th</sup> August 2023. They are sent electronically by tutor group so may not arrive at the identical time to someone else.

I will be available during this time to discuss your results and you can email me on [ebunston@bhbs.hereford.sch.uk](mailto:ebunston@bhbs.hereford.sch.uk) if you need to do so. I will also be available on the school INSET days in September. These days are the 4<sup>th</sup> and 5<sup>th</sup> September 2023. Your first priority is to contact the college that you are planning to attend to confirm your place.

The results are owned by you and therefore have to be emailed to your email address. To verify an email address as a student, we will need to use the schools email account.

You will need to regularly check your emails to see if we have contacted you. You should ensure that you are able to access your school email address by accessing Office 365 via <https://Portal.office.com> and using your school email address

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(Username@bhbs.hereford.sch.uk) and network password. For a Password change request please email [Helpdesk@bhbs.hereford.sch.uk](mailto:Helpdesk@bhbs.hereford.sch.uk). You should test this now so that we can resolve any issues as soon as possible.

If you have no internet you can bring in an A4 stamped addressed envelope to Ms Lobban and results will be posted on the 24<sup>th</sup> August 2023. They will not arrive until at least the next day. You must do this before the end of term. Please make sure that you have appropriate postage on the envelope. Results will only be given out to you and cannot be collected by anyone else on your behalf.

If you need support after you receive your results, Mrs Williams our Careers Advisor, will be able to offer 1:1 appointment's on Thursday 24<sup>th</sup> August. She can be emailed at [williams@bhbs.hereford.sch.uk](mailto:williams@bhbs.hereford.sch.uk). There is also a help line available from the National Careers Service which can be accessed at any time by calling 0800100900, visiting [nationalcareers.service.gov.uk/contact-us](http://nationalcareers.service.gov.uk/contact-us) or searching for the National Careers Service on Facebook and Twitter.

If you are unhappy with your result and feel that you would like to apply to the exam board for a review of results, please use the form below and return it to the school reception with a cheque made payable to the school by the 8<sup>th</sup> September 2023. Please be aware that your grade may go up, remain the same or go down. The school will return your cheque if your final grade goes up. Please make sure that you speak to the Curriculum Team Leader for the subject before making this decision to review marks. The Curriculum Team Leader for a subject will need to agree to this. Ms Lobban will deal with this request and can be contacted on [exams@bhbs.hereford.sch.uk](mailto:exams@bhbs.hereford.sch.uk)

The result of the review will be emailed to you at your school email address. The exams officer will only be able to request the review with your permission. It can take up to 20 working days for the review to be returned to school.

The approximate list of fees is in the table below and will be confirmed nearer the exam time.

Examples: EAR Service 2: Review of marking

English Language AQA:

Paper 1: £38.35

Paper 2: £38.35

Total: £76.70

Maths EDEXCEL/Pearson:

Paper 1: £42.40

Paper 2: £42.40

Paper 3: £42.40

Total: £127.20

Our Annual Prize Giving is usually at the end of November when we will present you with your certificates. We will confirm this date once we know the date the certificates will be received from the Exam Boards. You must collect your full exam certificates as you will need these to prove to employers that you have achieved your grades. If you lose your certificates, you will need to apply directly to the exam boards for replacements. If you are unable to attend, you may collect them from the school office. We will only keep them in school for a year.

Kind regards,



Mrs E Bunston  
Deputy Headteacher

<b>Service</b>	<b>Type</b>	<b>What happens?</b>	<b>Cost</b>
1	Clerical Check	Your exam paper is checked to ensure marks have been correctly totalled.	AQA: £8.25 Pearson: £11.30
2	Review of marking	Your exam paper is checked to make sure it was marked correctly according to the mark scheme. Marks are changed only if the new examiner feels the mark scheme was not applied correctly. You also get a copy of your reviewed script.	AQA: £38.35 Pearson: £42.40
ATS	Access to script	You get a copy of your exam paper back  You get your original script back	AQA: Free Pearson: Free  AQA: free

<b>Name:</b>	<b>Exams Number:</b>
<b>Contact number:</b>	<b>Email:</b>

Please use one line per exam paper, not subject.

Awarding Body	Subject	Exam paper title	Service	Fee	Signature of Curriculum Team Leader

Total cost	
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I give my consent to The Bishop of Hereford Bluecoat School to make an enquiry about the result of the examination(s) listed above. In giving consent, I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

**Student Signature**

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**Date:** .....

<b>Payment received £</b>
<b>Service applied for date:</b>
<b>Outcome received date</b>