



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Townsend C of E School
High Oaks,
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Hertfordshire
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Headteacher: Mr. A. Flack

19th July 2024

Dear Year 11 & 13 Students, Parents and Carers,

Arrangements for Summer 2024 Exam Results

Collection of exam results

Exam results may be collected by students from the School Hall at the following times:

- A level and other Level 3 qualifications (Year 13)
 - Thursday 15th August 2024, 8am – 11am
- GCSE and other Level 2 qualifications (Year 11)
 - Thursday 22nd August 2024, 9am – 11am

Results may be collected either in person or by a representative. If a student is unable to attend in person and wishes for someone else to collect on their behalf, they must write a letter of authorisation for them to bring on the day along with some form of photo identification eg. driving licence.

Advice and guidance

On both mornings, our staff will be available to advise and speak to students. On GCSE results day, we will also have Emma Turner from Hertfordshire's Services for Young People present to help advise students on their next steps.

In the envelope that students will receive containing their results, there will also be advice on what to do if the student wishes to have their grade reviewed. Review requests can only be made to the exam boards through the school and may only be processed if a consent form is signed by the student. A review request may entail either a request to see a copy of the paper, or a remark. Details of costs that students will need to pay for review requests will be given in the exam results envelope. The first step of review requests is a conversation with a subject teacher, who will consider the potential benefits or disadvantages of a review request as grades can up, down or remain the same. A review request can only be made for individual papers, not whole subject qualifications.

If you have any queries or concerns, please do not hesitate to contact the school. All exams queries can be sent to exams@townsend.herts.sch.uk

Yours faithfully,

Mrs G Kovacevic
Exams Officer

Mrs H Line
Deputy Headteacher