



Padgate Academy

GCSE Results Day & Certificate Collection Information



RESULTS COLLECTION: Information for Candidates

Certificates are available for collection, as follows:

Date(s)	Thursday 21 st August 2025	Time(s)	9am
Collection point	The Phoenix		

School staff will be available on results day to discuss your results, offer support and advise you about progression opportunities.

If you are unable to collect certificates, please complete and return the form below.

In case of query, please contact Mrs Lucas on 01925 822632 or slucas@padgateacademy.co.uk



Candidate Permission From: Results Collection

The normal arrangements for collecting results are as above.

If you are unable to collect your results in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
<input type="checkbox"/> Results should be sent to my email address ¹ . I confirm that I am taking full responsibility in case of loss of my results during the email process and in case any details on my certificates are incorrect			
<input type="checkbox"/> I give permission for my representative: insert name of representative here to collect results on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection.			
Candidate signature		Date	

¹ Results will be sent to the email address provided above. Any change of email address should be given to Mrs Lucas immediately. The centre does not take any responsibility for results sent out to email addresses where this process has not been followed.

Completed forms should be returned to Mrs Lucas by Friday 25th July 2025



What Do I Do If I Am Not Happy With My Results?

If you are not happy with your results, in the first instance, you should talk to your subject teacher, Mrs Balmer or Mrs Lucas.

They will be able to advise on whether the following options are worth pursuing:

- **Access to Script:** a photocopy of your exam paper.
- **Clerical Check:** a check to ensure all questions have been marked and totalled correctly, and that the correct grade has been awarded based on this mark.
- **Marking Review:** your paper is remarked to ensure the mark scheme has been correctly applied.

What Can Happen to My Grade If I Appeal?

When applying for a clerical check or marking review, it is important to note that marks (and subsequently grades) can:

- Be Increased
- Stay the Same
- Be Reduced

The Awarding Organisation will award the new grade, and it will not be possible to revert to the old grade, even if the old grade is better.

It is unusual for marks to change by more than a marginal amount, if indeed they change at all. Therefore, always consider whether the risk of applying outweighs the possible benefits (i.e. if you are only just into a grade boundary, will your grade go down instead of up!).

The school will review the marks and grades of all students in all subjects. We will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with your consent).

How Do I Apply For A Post-Results Service?

If you wish to apply for access to your script, a clerical check, or a review of marking, please speak to a member of staff in school on Results Day. The deadline to apply for any post-results service is Friday 24th September 2025.



Is There A Fee For Post-Results Services?

If you wish to apply for a Post-Result Service, the following charges will apply per component:

	Access To Script	Clerical Check	Review of Marking
AQA	Free	£15.00	£45.00
OCR	Free	£15.00	£65.00
Pearson	Free	£15.00	£50.00
WJEC	Free	£15.00	£45.00

If the school applies for a review of marking (with your permission), you will not be charged.

When Are My Certificates Available?

Certificates are available for collection, as follows:

Date(s)	November (Date TBC)	Time(s)	TBC
Collection point	TBC		

Checking certificates

On collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

Uncollected certificates

Will be retained at the centre for at least 12 months from the date of results day.

In case of query, please contact Mrs Lucas on 01925 822632 or slucas@padgateacademy.co.uk

What Do I Do If I Cannot Collect Certificates?

Certificates are important legal documents that validate the qualifications you have earned during your time at Padgate Academy. Consequently, you will need to collect your certificates from school.



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If you cannot collect your certificates on this date, you will be able to collect your certificates from the Exams Office by appointment. This can be arranged by emailing Mrs Lucas. Certificates will be retained by the school for at least 1 year. After this time, they will be destroyed in line with the Awarding Organisation regulations, and you will need to apply to them to issue confirmation of your results. **They will make a charge of approximately £50 per certificate. In the event you do not collect your certificates, you will be responsible for applying and paying for confirmation from the Awarding Organisations. If you are unable to collect certificates, please complete and return the form below.**



Candidate Permission form: Certificate collection

The normal arrangements for collecting certificates are as above.

If you are unable to collect certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
<input type="checkbox"/> Certificates should be sent to my email address ¹ . I confirm that I am taking full responsibility in case of loss of my certificates during the email process and in case any details on my certificates are incorrect			
<input type="checkbox"/> I give permission for my representative: <u>insert name of representative here</u> to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct			
Candidate signature		Date	

¹ Certificates will be sent to the email address provided above. Any change of email address should be given to Mrs Lucas immediately. The centre does not take any responsibility for certificates sent out to email addresses where this process has not been followed.

Completed forms should be returned to **Mrs Lucas** by **Friday 31st October 2025**.



Summary

If you have any other questions, please feel free to email slucas@padgateacademy.co.uk We look forward to sharing your results with you on Thursday 21st August.

Yours Sincerely,
Mrs S. Lucas
Exams and Data Officer

