

Summer 2019 Exams Office Schedule for Post Results Services

Date	Time	Activity	Exams Office status	Exams Office staff
Wed 14 th August	7:00 – 14:00	GCE Restricted release of results to centres	Exams Office open to restricted staff	Results made available to KSq, CRA, TCC, JRo, RMe only
Thur 15 th August	8:00 – 12:00	GCE results available to students for collection	Exams Office open to students and staff	Results slips and post results service information given to students
Fri 16 th August	9:00 – 12:00		Exams Office open to students and staff	EO staff available to process post results services
Mon 19 th Aug	9:00 – 12:00		Exams Office open to students and staff	
Tue 20 th Aug	9:00 – 12:00		Exams Office open to students and staff	EO staff available to process post results services
Wed 21 st Aug	7:00 – 14:00	GCSE Restricted release of results to centres	Exams Office open to restricted staff (no student access)	Results made available to KSq, TCC, KKn, JRo only
Thur 22 nd Aug	9:00 – 12:00	GCSE results available to students for collection Last date to request priority copies of scripts for GCEs to decide on an enquiry about results Last date to request Priority Review of Results (it can take up to 20 calendar days to receive the outcome)	Exams Office open to staff and students	EO staff available to process post results services
Fri 23 rd Aug	9:00 – 12:00	Last date to receive priority copies of scripts to decide on an enquiry about results	Exams Office open to students and staff	EO staff available to process post results services
Mon 26 th Aug	Bank Holiday – School closed			
Tue 27 th Aug	9:00 – 12:00		Exams Office open to students and staff	EO staff available to process post results services
Wed 28 th Aug	9:00 – 12:00		Exams Office open to students and staff	EO staff available to process post results services

Thur 29 th Aug	9:00 – 12:00		Exams Office open to students and staff	EO staff available to process post results services
Fri 30 th Aug	9:00 – 12:00		exams office open to students and staff	EO staff available to process post results services
Mon 2 nd Sept	Inset day – School closed			
Tue 3 rd Sept	9:00 – 16:00		Exams Office open to students and staff	EO staff available to process post results services
Wed 4 th Sept	9:00 – 16:00		Exams Office open to students and staff	EO staff available to process post results services
Thur 5 th Sept	9:00 – 16:00	Last date to receive copies of scripts to support reviews of marking	Exams Office open to students and staff	EO staff available to process post results services
Thur 19 th Sept	9:00 – 14:00	Final date to request clerical checks and review of markings	Exams Office open to students and staff	EO staff available to process post results services
Tue 17 th Dec	Presentation Evening – More information to follow			
Wed 18 th Dec	09:00 – 12:00	Certificate collection for those students not able to attend the Presentation Evening	Certificates available in Reception for current and past students.	Exams Office Staff available in Reception to hand out certificates
Thur 19 th Dec	09:00 – 10:00	Certificate collection for those students not able to attend the Presentation Evening	Certificates available in Reception on request. 24hrs notice required	Certificates taken to Reception as requested (24hrs notice needed)
Fri 20 th Dec	09:00 – 10:00	Certificate collection for those students not able to attend the Presentation Evening	Certificates available in Reception on request. 24hrs notice required	Certificates taken to Reception as requested (24hrs notice needed)