

Friday, 16 June 2017

Dear Students

**Re: Arrangements for Results Day (A' Level – Thursday 17<sup>th</sup> August / GCSE – Thursday 24<sup>th</sup> August)**

I am writing to you all to confirm the arrangements for the collection of A' Level results and GCSE results in August 2017. Firstly, I would like to wish you all the very best of luck ahead of these two important dates. A' Level results will be available from BOA reception from 10am to 12pm on Thursday 17<sup>th</sup> August 2017. GCSE results will be available from BOA reception at 10am to 12pm on Thursday 24<sup>th</sup> August 2017.

It is important that you read the following advice and that you confirm whether you are intending to:

- collect your results in person on the relevant results day
- arrange for a family member to collect your results on your behalf on the relevant day
- arrange for your results to be posted to your home address.

**1. Collecting your results in person**

When collecting your A' Level results or GCSE results, you must bring your BOA Student ID badge with you. You do not need to inform us in advance of your intention to collect your results in person.

**2. Arranging for a family member to collect your results on your behalf**

If you are unable to collect your examination results in person, you can arrange for a family member or a family friend to collect the results on your behalf. To assist us with this matter, you should notify the exams officer in advance and ask the person who is collecting the results to have some form of ID with them when collecting the results. Please email the name to [neena.jass@boa-academy.co.uk](mailto:neena.jass@boa-academy.co.uk) by Thursday 20<sup>th</sup> July 2017. If there are any changes to these arrangements, please email the exams officer at least 24 hours before examination results are made available.

**3. Arranging for your results to be posted to your home address**

If you are unable to collect your examination results, you can arrange for your results to be posted to your home address. It is important to note that we can only post out the results on the relevant results day and that you will not receive the results until the following day. For example, we will post out the A' Level results by First Class Post at 4pm on Thursday 17<sup>th</sup> August and candidates can expect to receive the results by Friday 18<sup>th</sup> August (or Saturday 19<sup>th</sup> August at the latest). If you would like your result to be posted to you, please ensure that your home address matches the address we have recorded on our electronic system. Please email confirmation of your home address to [neena.jass@boa-academy.co.uk](mailto:neena.jass@boa-academy.co.uk) by Thursday 20<sup>th</sup> July 2017.

**PLEASE NOTE THAT WE ARE NOT ABLE TO GIVE RESULTS TO STUDENTS (OR THEIR FAMILY MEMBERS) OVER THE PHONE OR VIA EMAIL.**

### **Enquiries about results (requests for remarks)**

Students are no longer able to contact exam boards (or awarding bodies) directly in order to request a remark. Students must now make these requests via their school or academy, and must sign a permission form before the request is sent to the exam board. Requests for remarks can be made in person on the results days or through an appointment with the exams officer (via the following email [neena.jass@boa-academy.co.uk](mailto:neena.jass@boa-academy.co.uk))

*Please note that there are certain subjects where students cannot request an individual remark. For example, requests for individual remarks in GCSE Art & Design are not available as the exam board would need to remark the work of all students entered for the qualification by a centre.*

### **Examination Certificates**

Examination certificates are not usually printed until November 2017, in case there are any appeals or requests for remarks. On the results days, students receive their results via personalised and confidential examination reports, published by the relevant exam boards. We will contact you with details of how to collect the examination certificates once they have been published by the exam boards.

If you have any further queries, please contact me on [alistair.chattaway@boa-academy.co.uk](mailto:alistair.chattaway@boa-academy.co.uk)

Thank you for your continued support.

Yours truly,



Alistair Chattaway  
**(Vice Principal)**