



## Altrincham College

## Examination Results 2023

We would strongly advise that you are available on results day to collect your exam results in person. School staff will be available to support you with any queries that may arise.

### **When will my exam results be available?**

Your results will be available for you to collect **from school (in the Sixth Form)** on the following dates:

<b>Y.13 GCE (A-level) &amp; BTEC L3 Results</b>	<b>Thursday 17<sup>th</sup> August 2023</b>	<b>08.30am – 11.30am</b>
<b>Y.11 GCSE &amp; BTEC Level 1/2 Results</b>	<b>Thursday 24<sup>th</sup> August 2023</b>	<b>08.30am – 11.30am</b>

There will be a one-way system in place around the school on results day and staff will be on hand to direct students. Please follow the instructions in place on the day to ensure the smooth and safe running of this important event.

Parents/carers should wait outside to reduce numbers inside the building.

## Students applying for university places

Students intending to progress to university should address any queries to Mrs Court [cct@altrinchamcollege.com](mailto:cct@altrinchamcollege.com) or another senior member of staff

## Internal applicants confirming your place in the Sixth Form

- Students who have applied to the Sixth Form and have met the Entry and Admissions Policy Criteria will be invited to collect their enrolment pack on **Thursday 24<sup>th</sup> August between 08.30-11.30am** from the Sixth Form reception area.
- Students who have applied to the Sixth Form, but have not met the Entry Criteria will be invited to discuss their options with Mrs Brennan, or another senior member of staff, on **Thursday 24<sup>th</sup> August between 08.30-11.30am**.
- Students who have not applied to Altrincham College Sixth Form, but would like to take up a place having achieved the Sixth Form and course Entry Criteria, are very welcome to meet with Mrs Brennan or another senior member of staff to discuss course options and availability on **Thursday 24<sup>th</sup> August between 11.30-12pm**.

## External applicants to Sixth Form

- Altrincham College Sixth Form asks that all external applicants email a copy of their GCSE results to Mrs Brennan ([kbn@altrinchamcollege.com](mailto:kbn@altrinchamcollege.com)) by 12pm on **Thursday 24<sup>th</sup> August**.
- In return, students will receive an appointment time for the morning of **Friday 25<sup>th</sup> August**.
- Students who have applied to the Sixth Form and have met the Entry Criteria will receive an appointment time collect their enrolment pack on **Friday 25<sup>th</sup> August between 08.30-11.30am** from the Sixth Form reception area.
- Students who have applied to the Sixth Form, but have not met the Entry Criteria will be given an appointment time to discuss their options with Mrs Brennan, or another senior member of staff, on **Friday 25<sup>th</sup> August between 08.30-11.30am**.
- External students who have not previously applied to Altrincham College Sixth Form are also welcome to discuss taking up a place, dependant on GCSE results and course availability. You should arrive at the Sixth Form on **Friday 25<sup>th</sup> August between 11:30am-12noon** and bring a copy of your GCSE results.

## Unable to attend at the above times and dates?

- Any students unable to meet at the times and dates indicated should confirm their definite intention to take up their Sixth Form place to Mrs Brennan (Head of Sixth Form) [kbn@altrinchamcollege.com](mailto:kbn@altrinchamcollege.com) You can also send any queries, questions or concerns to this email.
- Mrs Brennan will respond to your email as soon as possible.

## What is the process if I am unable to collect my results?

- If you are unable to collect your results in person and want us to post them to you, **please send in an A4 stamped self-addressed envelope for the attention of the Exams Office before the end of the summer term.** We will then post your results to you on Thursday 17th August for GCE, and Thursday 24th August 2022 for GCSE.
- If you wish any other person (including family members) to collect your results on your behalf, you **must** send in a signed letter of authorisation to the school Exams Office with the name of the individual collecting the results. On results day this person must have proof of identity (e.g. driving licence; debit card; passport etc.).
- Please do **not** telephone or email school for your exam results as we are unable to give out results by telephone or email, unless this is a confirmed prior arrangement with the school.
- Results for GCE and GCSE not collected or posted on Results Day will be retained in school for collection at the start of term.

## When will I receive my exam certificates?

- Certificates arrive in school about three months after you have received your results and will be presented to you at Presentation Evening (**date and time to be advised**).
- If you are unable to attend Presentation Evening you can collect your certificates from school at any time after Presentation Evening.
- Certificates may be collected on behalf of the candidate by a third party, provided they have written authorisation to do so. You **must** send in a signed letter of authorisation to the schools Exams Office with the name of the individual collecting the certificates.
- The person collecting your certificates must have proof of identity (e.g. driving licence, debit card, passport etc.).
- **We are unable to put exam certificates in the post.**
- Certificates will be retained by the school for one year. After this time, applications for replacement certificates should be made directly to the relevant Awarding Bodies (Exam Board). **The Exam Boards charge a substantial fee for replacement certificates so please do try and collect them from school!**