

Altrincham College Key Stage 4 & 5
Examination Result Arrangements 2024

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:

Year 13 A-level & BTEC Level 3 Results	Thursday 15th August 2024	08.30am – 11.00am
Year 11 GCSE & BTEC Level 2 Results	Thursday 22nd August 2024	08.30am – 11.00am

Students applying for university places

Students requiring support with progression to University should address any queries to Mrs Court (cct@altrinchamcollege.com) or Mr Mahmood (amd@altrinchamcollege.com)

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 22nd August between 08.30-11.00am 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 staff who are on duty on Thursday 22nd August between 08.30-11.00am.
- 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 staff on duty to discuss course options and availability on Thursday 22nd August between 08.30-11.00am.

External applicants to Sixth Form

- Altrincham College Sixth Form asks that all external applicants email a copy of their GCSE results to Mr Mahmood (amd@altrinchamcollege.com) by 12pm on Thursday 22nd August.
- In return, students will receive an appointment time for the morning of Friday 23rd 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 23rd August between 08.30-11.00am from the Sixth Form reception area.
- 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 23rd August between 11:00am-12noon and bring a copy of your GCSE results.

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 out to you on the day they are released. Please note that delivery times are out of our control.
- 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.
- 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!