

The Harefield Academy

Achievement through Active Learning

Northwood Way, Harefield, Uxbridge, Middlesex, UB9 6ET

T: 01895 822108 F: 01895 822414 E: info@theharefieldacademy.org

W: www.theharefieldacademy.org

Headteacher: Tash Hurtado BA PGCE



August 2019

Dear Student

Re: Candidate Statement of Results

Please find enclosed your **Candidate Statement of Results** for the 2019 Summer Examination season.

Please be aware, candidate names on certificates will be printed as they appear on your Statement of Results. Should you have any concerns regarding the spelling of your name, any queries regarding these results, require advice about re-marks or wish to order copies of your examination papers, please contact the Exams Office at The Harefield Academy as soon as possible.

Enquiries About Results and Reviews of Marking

If you wish to make an enquiry about a result, all costs must be met by the parent prior to the application. You must also be aware that the mark is very likely to remain unchanged. In addition, there is a possibility that the grade awarded may be reduced.

Should you wish to use this service, please discuss this with your teacher in the first instance and then complete the EAR form which is available to download via The Harefield Academy website or by clicking [here](#). All completed EAR forms must be handed in to reception or emailed to helen.howley@theharefieldacademy.org before the various deadlines as detailed on the form.

For all other queries, please contact the Head of Department of the relevant subject or any senior member of staff.

Examination Certificates

Examination certificates for these results will be available for collection, in person, from Reception at The Harefield Academy from 1st November 2019. Certificates and results can only be given to the student unless the student provides written authorisation instructing otherwise.

If you have recently completed a BTEC/OCR vocational qualification or taken an examination in a previous season, certificates may already be available for collection from Reception during office hours.

Please remember that all examination certificates should be kept in a safe place, just like any other legal document. You will be required to produce the originals as proof of your qualifications in the future and replacement certificates can be very costly.

Since April 2007, the Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates. Centers may destroy any unclaimed certificates after holding them for a period of 12 months from the date of issue. Should you misplace or require copies of any certificates after this point please be aware that replacements could cost around £40.00 each and would only be available direct from the relevant Awarding Bodies.

I hope that your hard work has been rewarded and that you are happy with your results. I would like to take this opportunity to wish you well in the future.

Yours sincerely,

Mrs Howley

Senior Data and Exams Manager