



July 2022

Dear parent/guardian,

**Re: Year 13 results day arrangements**

Year 13 results day will take place on Thursday 18<sup>th</sup> August from 8am to 9am. Students should enter the academy via the main gate and go to EC1 where they will collect their results.

Students should bring their academy ID cards with them to gain access to the site and to receive their results. If they have lost their academy ID card, another form of identification will be required.

Students should also ensure they have access to their UCAS login details.

**Further guidance and support**

Members of the Year 13 guidance team will be available for students to speak to about results. Mrs Lowndes (Head of Sixth Form) and Mrs Swift (Assistant Principal) will also be available in the reception area adjacent to Chatsworth Hall from 9:30am if additional advice is needed.

Miss Thomas (Exams Manager) will be available to provide information about review of results and other post results services.

Alternatively, staff can be contacted using the following email addresses:

Mrs Lowndes [RJL@johnport.derbyshire.sch.uk](mailto:RJL@johnport.derbyshire.sch.uk)

Mrs Swift [ASWi@johnport.derbyshire.sch.uk](mailto:ASWi@johnport.derbyshire.sch.uk)

Sixth Form [sixthform@johnport.derbyshire.sch.uk](mailto:sixthform@johnport.derbyshire.sch.uk)

Miss Thomas [exams@johnport.derbyshire.sch.uk](mailto:exams@johnport.derbyshire.sch.uk)

**Students not able to attend in person**

For any students who are not able to collect their results in person there are two options.

Students can provide a stamped self-addressed A5 envelope and the results will be posted. Please bear in mind that we are not allowed to post the results before the allocated results day so, due to the post, it may take several days to arrive.

Alternatively, someone could collect on the student's behalf. If this option is chosen then the person collecting will need to bring a letter of permission written by the student. We would also need prior notice of this by emailing [exams@johnport.derbyshire.sch.uk](mailto:exams@johnport.derbyshire.sch.uk) as this will ensure the results are taken to the academy main reception where they can be collected.

Cont.



### Post Results Services

For students who do not get their expected grade and believe that an error may have been made in the marking of their papers, there is the option to request a review.

Information about this service and other post results services will be available on results day and will also be published on the academy website. For students who have an offer pending at their first-choice university, exam boards offer a priority review service and the academy deadline to receive requests is 23<sup>rd</sup> August. For other non-priority requests the deadline is 27<sup>th</sup> September.

### Certificates

In late November and early December, the academy will receive the exam certificates. These official certificates are the legal proof of exam results and may be required for future education providers and employers.

This year students will be presented with their exam certificates at the academy presentation evening taking place on Monday 19<sup>th</sup> December. Students and parents will be invited to attend and a letter with more information will be put in the envelope along with the exam results. It will also be published on the academy website.

If you have any questions please contact reception or email [admin@johnport.derbyshire.sch.uk](mailto:admin@johnport.derbyshire.sch.uk) and a member of staff will do their best to help.

Your sincerely,

Mrs Karen Squire  
Principal

Mr Tom Crowther  
Vice Principal