THE MOUNTBATTEN SCHOOL

TRS/NBN

03 June 2026

Dear Parents, Carers and Year 11 Students

Results Day and Certificate Collection Information

We would like to congratulate Year 11 students on the outstanding way they have conducted themselves during their GCSE's. This document has been put together to provide you with information about what happens after exams, specifically about:

- Results Day
- The new Education Records App
- GCSE Certificate Collection

Results Day: Thursday 20 August 2026, 10.00-11.00am
This is the day results will be published in August and students will be able to **collect their results, hoodies and yearbooks.**

If students are not collecting their results personally and wish to send in a family member to collect them, the student must notify the school **in advance** by emailing exams@mountbatten.school from their **school email address**. They must clearly name the person who will be collecting the results on their behalf and how they are related to them. The person collecting the results will need to bring photographic ID on the day to confirm their identification. The results belong to the student and we can only let other people have them, including the student's parents, if we are certain that the student has given their permission. If the student has not emailed by **Tuesday 18 August,** we will not be able to give their results out to anyone else. If the student is unable to collect their results by 11.00am on Thursday 20 August, we will email them to the student's school email account at 12.00pm. Hoodies and yearbooks will need to be collected in person. Please contact itservices@mountbatten.school if you have problems accessing your school email account.

Please note school email addresses will become inactive on 4 November 2026 so it is important to forward any important emails and update your school email address to a personal account for any 3rd party websites or apps you may currently be using.

What if you think there is something wrong with your grades?
Before we explain the process, it is important for you to know about the possible outcome of any review. There are three possible outcomes:

- Your original grade is lowered, so your final grade will be lower than the original grade.
- Your original grade is confirmed, so there is no change to your grade.
- Your original grade is raised, so your final grade will be higher than the original grade.

Once a finding has been made you **cannot withdraw your request** for a review.

If your grade is lowered, you will not be able to revert back to the original grade you received.

How will we support you if either you or your teachers think your grades are not correct?

- If you think your grades are wrong and that they will prevent you getting your college place you must, as a matter of urgency, speak in person with a teacher on the day. Teachers will be available on Thursday 20 August but will not be available again until Tuesday 1 September.
- When you collect your results, you will be asked to sign an 'access to scripts' form. This will allow us to access your exam papers and review any marking errors.
- Teachers will work to identify if they feel there are any errors with marking exam papers or if grades are not correct. If teachers identify any issues, they will work with you to request a 'review of marking'. You give your permission for this by completing a 'Consent for remarking form'. Students can either complete this in person or submit the form (from our website) to reviewofmarking@mountbatten.school
- You cannot directly contact exam boards for a marking review yourself, this can only be applied for through the school.

DEADLINE FOR REQUESTS FOR MARKING REVIEWS – Friday 11 September 2026.

Education Records App

The Department for Education (DfE) has launched the **Education Records App**, designed to make post-16 applications quicker, easier, and more secure.

Pupils can use the app to:

- Share their education information digitally instead of using paper forms
- Speed up applications and enrolment for sixth forms, colleges and training providers
- Store important information in one safe, accessible place

This digital system means students no longer need to repeatedly enter the same information and ensures that providers receive verified data directly from the Department for Education.

We strive to remain at the forefront of innovation and are keen to make this available to our students. For students to set up the Education Records App on Results Day, we ask you to follow the steps below:

1. To make the process smoother, all Year 11 students that wish to setup the app should **Download the Education Records App before Results Day** from the Apple App Store or the Google Play Store.

2. On the day of GCSE Result Collection, there will be registration stations on the left-hand side of the Olympic Hall. It will take students only a couple minutes to register.

Education Records for Pupils

Each pupil will receive an official Education Record through the app once it has been issued to them. This record contains key verified information including:

- Name and Unique Learner Number (ULN)
- Date of birth and address

- Qualifications and grades
- Schools attended
- Any recorded support needs

To find out more please click here.

If you have any questions about the Education Records App or how it will support your child with post-16 applications, please do not hesitate to contact us.

GCSE Certificate Collection

GCSE certificates will be sent to the school during the Autumn Term. They will be made available to collect at the following times:

- **Wednesday 9 December 2026** from 5.00pm to 6.00pm in the Olympic Hall
- **Monday 21 December 2026** from 10.00am to 11.00am in the Lantern Theatre

If you are unable to collect at either of these times. Please email exams@mountbatten.school in 2027 to arrange collection during the Spring Term.

Certificates must be collected and signed for by the student. If a student would like somebody else to collect the certificates on their behalf (e.g. parent, sibling), they must provide the person with a signed letter of authority. Alternatively, the student can send consent via email to exams@mountbatten.school.

The nominated person must bring identification, for example a driving licence, passport or student ID card.

It is really important that your certificates are collected as they will be required in the future when applying for employment, university and training.

JCQ regulations state that schools should keep certificates for 12 months. If they remain uncollected by 1 January 2028 they will be disposed of securely after that time.

Yours sincerely

Toby Rogers
Director of School Services