

August 2003

Dear Examinations Officer

Key Skills Portfolio Moderation
June/July 2003 Moderation Window

Please find enclosed with this letter confirmation of your Key Skills June/July 2003 Portfolio Moderation results for the core Key Skills in *Application of Number, Communication, Information Technology* and/or the Wider Key Skills in *Improving Own Learning and Performance, Working With Others* and *Problem Solving*.

The details shown on the result sheets should be carefully checked against your records of students' registration numbers, names and entries. Any discrepancies must be reported to Edexcel before the results are distributed to the students concerned.

The Key Skills Results Lists and Individual Candidate Statement of Provisional Results contain information sent out in advance of certificates and whilst every effort has been made to ensure accuracy, Edexcel reserves the right to make amendments/corrections. The results are only provisional until the certificates are produced.

Results Classification

Students are identified as "PASS", "NOT YET PASSED", "PREVIOUSLY PASSED" or "WITHDRAWN". The Individual Candidate Statement of Provisional Result, which is enclosed, includes details of:

- Current portfolio results attained
- An historical account of past results
- A summary of all achievements attained to date.

Missing Result Queries

Should you have any result queries, i.e. missing results, please complete and fax the **Key Skills Portfolio Result Query (RQ3) Form** to 020 7700 5832. Please allow us up to 5 working days to acknowledge your enquiry. If you have any other questions relating to your results please contact 0870 240 9800. **Please note that RQ3 forms must be submitted within 4 calendar weeks of the results being issued. Queries will be completed within 30 days of their receipt.**

Enquiries About Results

If you are dissatisfied with the results awarded to an individual student, or cohort, and require an investigation into the result(s) please put your request in writing and forward to: Emy Nyamundanda, Key Skills Team, Edexcel Processing Centre, 8 – 50 Blundell St. London N7 9ED. **All Enquiries About Results MUST be submitted within 4 calendar weeks of the results being issued.** Enquiries About Results will be completed within 30 days of their receipt.

Following the outcome of an Enquiry About Results a centre may appeal against the decision. Appeals should be submitted in writing to Mr Ziggy Liaquat (Key Skills Qualification Manager), Key Skills Team, Edexcel Processing Centre, 8 – 50 Blundell St. London N7 9ED.

Please also find enclosed information regarding EDI (Electronic Data Interchange) for the academic year 2003/2004.

Yours sincerely



Ziggy Liaquat
Qualification Manager