

August 2001

Dear Head/Principal,

VCE Examinations May/June 2001

Enclosed with this letter are your VCE examination results and accompanying guidance documents. Please note that the results must not be released before 0600 hours on 16th August 2001.

1. The following documents are enclosed:

Computer Printed Documents.

- ÷ VCE Unit Results List.
- ÷ Summary of VCE Results
- ÷ Individual Candidate Statement of Results for Unit Results (two copies, separated by a perforation, one of which is for the candidates).
- ÷ Individual Candidate Statement of Results for qualification results (two copies, separated by a perforation, one of which is for the candidates).
- ÷ An analysis of your VCE Unit results.

Other Documents (Shrink Wrapped).

- ÷ VCE Examinations Results : Information and Guidance for Centres.
- ÷ Edexcel Post Results Service booklet, detailing our Examination Results, Access to Scripts, Enquiries about Results and Appeals services, together with related forms.
- ÷ Edexcel Post-Results Service Poster.
- ÷ VCE Incomplete/Missing Result Fax Query Form, to be photocopied as necessary.
- ÷ A copy of form C75, for use in declining grades, is enclosed for you to photocopy and use.
- ÷ Your Questions Answered.

This information is also available on our website: www.edexcel.org.uk
Other Information

- ÷ Requests for late certification should be sent, in writing, to Student Services, Edexcel, Stewart House, 32 Russell Square, London WC1B 5DN
- ÷ A Moderator's Report (Form U9) for portfolio units will be sent to you as soon as possible.

2. What to do if you have a query about a result or a missing/incomplete result.

If you have a result which is missing or incomplete, please complete the RQI 'Incomplete or Missing Result Query Form' (please photocopy if you need further copies) and fax it to Edexcel Post-Results Service on **0870 241 3148**.

If you have any other post-results enquiries, please telephone **0870 241 8181** or e-mail: enquiries@edexcel.org.uk.

Please allow us 3 working days to respond to your enquiry.

Yours sincerely,



Jerry Jarvis
General Manager