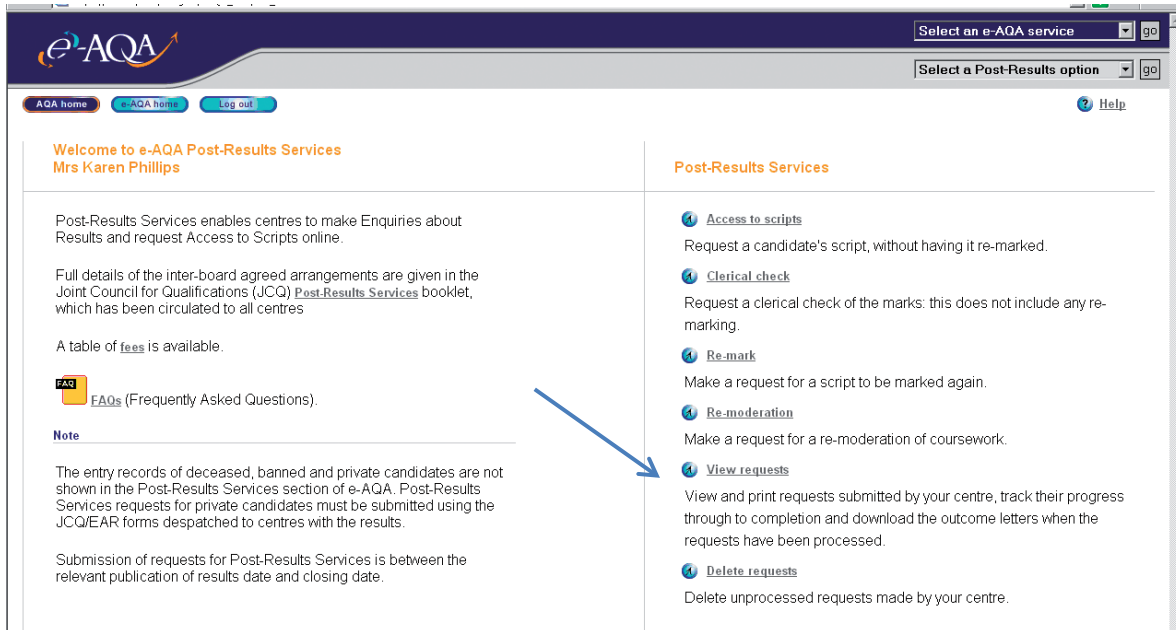
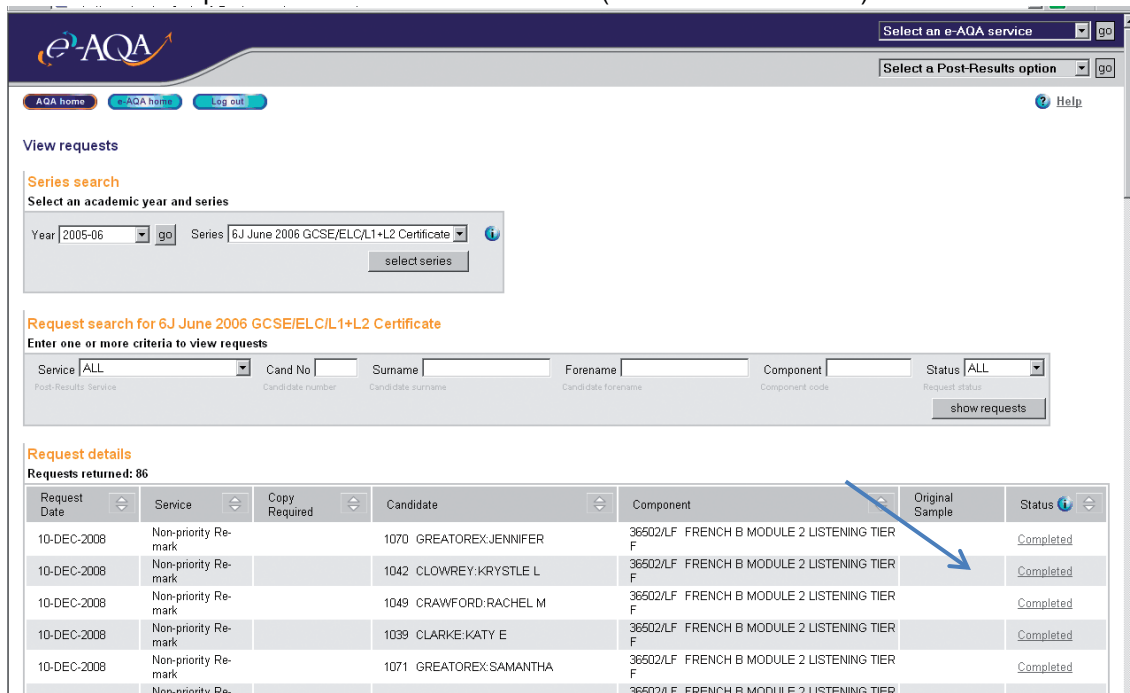


This document will guide you through the steps to accessing new outcome letters on e-AQA. You can print or save the letter and it will remain on e-AQA for six months.

- Log onto e-AQA and select 'Post Results Services'
- Select 'View requests' (see blue arrow below)



- In 'View requests' enter the year and series, then;
- Either search for a particular student/service, or leave all fields blank to return all of your 'enquiries about results' for that series.
- On the next screen you will see the status of each request. Completed means the letter is ready.
- Click on 'completed' to view the outcome letter (see blue arrow below).



- Once you have viewed each letter, the 'completed' link will change from red to grey.
- **Linear request:** Each reviewed component is marked 'completed' and all link to the same letter.
- **Modular/unitary request:** each reviewed unit is marked 'completed' and links to each separate letter for that unit.