

2022 - Post Results Year 11 Students Guide to Reviews of Results and Access to Scripts.

Enquiries About Your Results

If your result differs significantly from your expected grade you may wish to discuss it with the relevant head of department. If you then have reason to query any result, a post results service is available. A clerical re-check or a review of marking can be requested (note – this could result in the mark/grade being confirmed, raised or lowered). There is a fee to be paid for this service. (please make payment via ParentPay)

Clerical Re-check (Service 1)

The clerical re-check service checks the totalling of marks, the recording of marks and that all parts of the script have been marked. Applications must be submitted to the Exams Office no later than Monday 26th September 2022, with a completed consent form (Clerical re-checks, reviews of marking and appeals form) and confirmation of correct payment via ParentPay.

Review of Marking Request (Service 2)

This is a post results review of the original asking to ensure that the mark scheme has been applied correctly. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking. The service is available for externally assessed components of both unitised and linear specifications. The service will include the clerical re-check as for service 1.

If you wish to query a result, you must complete and sign the Clerical re-checks, reviews of marking and appeals form (available on the school website). Applications must be submitted to the Exams Office no later than Monday 26th September 2022, with confirmation of correct payment made via ParentPay.

Should you require a copy of your reviewed script then this request be made at the same time as the request for a review, along with the correct payment.

Priority Review of Marking Request (Priority Service 2)

A new service is available for Pearson/Edexcel GCSE subjects where a priority service review is available. If you wish to take this route, then you must complete and sign the Enquiries About Results and Appeals form (available on school website) Applications must be submitted to the Exams Office no later than Midday on Friday 26th August 2022, with the correct payment. Please see fees listed below.

Enquires About Results Fees

	OCR	AQA	Pearson/Edexcel	WJEC
Clerical check GCSE per script/paper	£19.73	£8.35	£12.04	£11.13
Review GCSE per script/paper	£54.90	£38.81	£42.91	£37.95
Priority review of GCSE script/paper	N/A	N/A	£49.28	N/A
Copy of reviewed script/paper	£14.17	Free	£13.26	£11.13

For more information on the Post Result Service please speak to Mrs Baker-Smith.

Exams Office availability for Post results services:

Thursday 25th August 08:00 – 16:00

Friday 26th August 08:00 – 16:00

Senior staff will be available to candidates during results day.

Access to Scripts

Requesting a Priority Copy of Script to Support Reviews of Marking

For those students who feel that they may wish to query their results, a special service is provide whereby a copy of the marked script can be requested before deciding whether to request a review the marking. However, this request can only be processed if the student or their representative presents the completed Access to Scripts for (available on school website) with the signature of student and the appropriate payment(vis ParentPay) to Mrs Baker-Smith no later than Tuesday 6th September. **This service is not available to priority service review of marking.**

OCR	£14.17	Per Component
WJEC	£11.13	Per Component
Pearson/Edexcel and AQA	Free of Charge	Per Component

Requesting a script to support teaching and Learning.

Candidates will be able to request access to the own scripts for general interest r to inform future learning.

OCR	£13:41	Per Component
WJEC	£11.13	Per Component
Pearson/Edexcel and AQA	Free of Charge	Per Component

In order to obtain your script, a completed access to script form (available on school website) must be completed, with a signature of student and appropriate payment and submitted to the Exams Office by Monday 26th September 2022. In some instances, the school will receive a hard cop, in which case a message will be sent to you informing that the script has arrived. It is then up to you to collect and sign for the scripts from eh Exams Office. If the script has been received electronically then it wi be emailed to you, please remember to supply your email address on the relevant form.

Certificates

Certificates arrive at school during October/November, the Exams Office will inform you via email when your certificates are ready for collection.

Should you lose a certificate please contact the relevant exam board for a certifying statement of results. Please note this will cost you approximately £50.00

We wish you every success for the future.

Yours Sincerely

Miss M Green
Principle