

EXAMINATIONS OFFICE – GCSE/GCE/BTEC POST RESULTS SERVICES

Please read this leaflet carefully, taking particular note of the DEADLINES and FEES

Enquiries about Results (EAR)

Service 1: Clerical Re-Check

A re-check of all clerical procedures, with access to scripts. This service does not re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc). **Please note that marks may go up, down or stay the same.**

Fees: Refer to Post Result Fees page

**Application and payment must be returned to the Exams Office no later than
3:30pm Thursday 19th September 2024**

Service 2: Re-Mark

This is a review of marking to ensure that the agreed mark scheme has been applied. It includes the clerical re-check detailed in service 1 above. **Please note that marks may go up, down or stay the same.**

PRIORITY Service 2: Re-Mark (GCE only) Year 13 only

This is an urgent application for a re-mark that will be looked at immediately. **This service may only be used if your place at University depends on the result in question. You do not require a HOD/tutor signature for this service.** Please note that marks may go up, down or stay the same.

Fees: Refer to Post Result Fees page

**Application and payment must be returned to the Exams Office no later than
3:30pm on Thursday 19th September 2024**

***All fees include an Admin charge**

Access to Scripts (ATS)

Requesting ORIGINAL Scripts

This service should NOT be used when deciding whether or not to apply for a re-mark. *Please note that the earliest date for the return of scripts from the exam boards will be Thursday 19th September 2024*

Fee: Refer to Post Result Fees page *

**Application and payment must be returned to the Exams Office no later than
3:30pm Thursday 19th September 2024**

Fee: Refer to Post Result Fees Page

Application and payment must be made to the Exams Office no later than 12pm Friday 16th August 2024

*** All fees include an admin charge of £5 per enquiry**

PLEASE NOTE: The 'Post Results Services Request & Candidate Consent Form' overleaf MUST be completed for all EAR and ATS requests **and payment** made before applications will be processed.

Payment must be made via ParentPay

EXAMINATIONS OFFICE

GCSE/GCE/BTEC – Summer 2024
POST RESULTS SERVICES REQUEST & CANDIDATE CONSENT FORM

Information regarding services available, fees and deadlines can be found overleaf.

In order to proceed with any post results service, you must **fully complete** and **sign** this form. This confirms that you have understood what the outcome of an enquiry might be, and that you give your consent for the service requested. You must also obtain the relevant subject tutor's signature for each subject request. The completed **form and payment** should be returned to the Exams Office by the appropriate deadline.

- **FORMS WILL NOT BE ACCEPTED AFTER THE DEADLINE**
- **PAYMENT OF THE TOTAL AMOUNT MUST BE MADE AT THE TIME OF SUBMISSION.**
- **PAYMENT TO BE MADE VIA BANK TRANSFER CREDIT** (details will be provided upon receipt of completed form)
- **FORMS WILL NOT BE ACCEPTED WITHOUT PAYMENT** (except in the case of staff/department requests where funds will be transferred at a later date)

Please Note:

If the school submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes: enquiry about the result of one of your examinations (i.e. paper is re-marked), after your subject grade has been issued, there are three possible outcomes:

1. Your original mark is lowered, so your final grade may be lower than the original grade you received
2. Your original mark is confirmed as correct, so there is no change to your grade.
3. Your original mark is raised, so that your final mark/grade may be higher than the original mark/grade you received.
4. **Your original mark is lowered, so your final grade may be lower than the original grade you received. Please be aware that in this case, the LOWER mark will count.**

<u>Name:</u>	<u>Candidate Number:</u>
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<u>Awarding Body:</u>	
<u>Subject</u>	
<u>Unit / Paper Code:</u>	
Enquires about Results (EAR) (please tick)	
Clerical re-check	
Re-mark	
<u>PRIORITY</u> re-mark	
Access to Scripts (ATS) (please tick)	
Original Script:	
<u>PRIORITY</u> Photocopied Script	

<u>Signed (Subject Tutor) (only applicable if department are requesting Post Results Service)</u> 	<u>Staff script requests:</u> (HoD please sign if Dept. is to be charged).
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- I give my consent for West Hatch High School to request the Post Result Service detailed above, and agree to pay any fees that may be incurred. In giving consent I understand that if a script is to re-marked, the final subject grade awarded to me may be lower than, higher than or the same as the grade that was originally awarded for this subject.
- I agree to tutors using my script(s) for teaching purposes **(for staff script requests only)**

<u>Candidate Signature:</u>	<u>Date:</u>
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