GCSE POST RESULTS SERVICES

If you wish to obtain a copy of your exam script or appeal against a result, please read the following information, complete the form below and ***return with payment to the Finance Office who will then forward the paperwork to the Exams Office***:

**1) Access to Script**

This is the quickest way to get a copy of your script back. The copies will be sent back to you to enable you to request a re-mark if required. **Where an Awarding Organisation supplies the requested script electronically, the Exams Office will send the document to the candidate’s College email account.** **Deadline: 30th August**

**2) Access to Script - Original Script**

You must not ask for your Original Script to be returned to you if you think you may make any kind of appeal about your results. **Deadline: 27th September**

**3) Review of Marking or 4) Review of Marking with Access to Script**

If you wish to apply for a review of marking please contact your subject teacher for advice before completing this form. **Deadline: 20th September**

**5) Clerical Check or 6) Clerical Check with Access to Script**

The script is not reviewed but it is checked to ensure all parts have been marked and the marks have been added up correctly. **Deadline: 20th September**

**7) Priority Review of Marking – EDEXCEL ONLY or 8) Priority Review of Marking with Access to Script – EDEXCEL ONLY**

Please contact your Personal Tutor for advice first. **Deadline: 30th August**

**NAME…………………………………………………STUDENT NO…………………............... CANDIDATE NO………….............**

**SERVICE NUMBERS**

1. Access to Script only
2. Access to Script - Original Script only
3. Review only
4. Review & Access to Script
5. Clerical Check only
6. Clerical Check & Access to Script
7. Priority Review only
8. Priority Review & Access to Script

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOARD** | **EXAM TITLE** | **EXAM**  **CODE** | **SERVICE REQUIRED (NUMBER)** | **COST** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
|  |

**TOTAL COST**

**If requesting a Review of Marking or Clerical Check, please also complete**

**the reverse of this form.**

**Signed…………………………………………………………… Date……………………………..**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** | **AQA** | **EDEXCEL** | **OCR** | **WJEC** |
| **1** | **£14** | **£12** | **£12** | **£12** |
| **2** | **£11** | **£12** | **£12** | **£12** |
| **3** | **£37** | **£36** | **£46** | **£35** |
| **4** | **£51** | **£48** | **£58** | **£47** |
| **5** | **£11** | **£12** | **£17** | **£10** |
| **6** | **£25** | **£24** | **£29** | **£22** |
| **7** |  | **£42** |  |  |
| **8** |  | **£54** |  |  |

Costs for all services vary depending on the exam board. Details are given in the table to the left.

**PAID**

**APPENDIX A**

AQA City & Guilds CCEA Pearson OCR WJEC

**ENQUIRIES ABOUT RESULTS AND APPEALS**

**Candidate consent form**

**Information for candidates**

**The following information explains what may happen following an enquiry about the**

**result and any subsequent appeal of an examination**.

If your examination centre makes an enquiry about the result and a subsequent appeal of one of your

examinations after your subject grade has been issued, there are three possible outcomes:

* Your original mark is lowered, so your final grade may be lower than the original grade you

received.

* Your original mark is confirmed as correct, and there is no change to your grade.
* Your original mark is raised, so your final grade may be higher than the original grade you

received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head

of your centre that you have understood what the outcome might be, and that you give your consent

to the enquiry about results being made.

**Candidate consent form**

|  |  |
| --- | --- |
| Centre Number | Centre Name |
| Candidate Number | Candidate Name |

**Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)**

………………………………………………………….…………………………………………………………………………………..…

………………………………………………………………………………….…………………………………………………………....

**I give my consent to the head of my examination centre to make an enquiry about the**

**result of the examination(s) listed above. In giving consent I understand that the final**

**subject grade awarded to me following an enquiry about the result and any subsequent**

**appeal may be lower than, higher than, or the same as the grade which was originally**

**awarded for this subject.**

Signed: ………………………………………………………………………………………….. Date: ………………………….

***This form should be retained on the centre’s files for at least 6 months following the***

***outcome of the enquiry about results or any subsequent appeal*.**