**Post Results Services 2023 Guide for Students**

# Enquiry About Results (EAR)

If you are unhappy with the grade of one or more of your exam papers, you may wish to consider one of the following: -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post Result Service**  | **Service Available**  | **How To Make a Request**  | **Deadline Date**  | **Expected Date of Completion**  | **Other Notes**  |
| **Service 1 Clerical Re-check**  | This is a re-check of all clerical procedures leading to the issue of a result.  This service will include the following checks:  * that all parts of the script have been marked

 * the totalling of marks

 * the recording of marks

  | Complete the ‘Enquiry about Results Request Form,’ GCE or GCSE, which will be available on the school website or from the exams officer. Return to the exams officer and make payment by the deadline date.   A list of fees will be available on the school website.  **If you would like a copy of the clerically checked paper, please indicate this on the form as there may be an extra charge for this.**   | **28th September** | Expected date for completion is within 10 calendar days of the awarding body receiving the request    | **A candidate’s mark/grade may stay the same, go up or go down.** If the grade goes up, the candidate will receive a refund.   |
| **Service 2** **Review of** **Marking**  | This is post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a remarking of the candidate’s script**. This service will include:  * the clerical re-checks

detailed in Service 1  * a review of marking as described above.
 | Complete the’ Enquiry about Results Request Form,’ GCE or GCSE, which will be available on the school website or from the exams officer. Return to the exams officer with payment by the deadline date. Fees will be available on the school website. **If you would like a copy of the reviewed paper, please indicate this on the form as there may be an extra charge for this.**  | **28th September** | Expected date for completion is within 20 calendar days of the awarding body receiving the request.   | **A candidate’s mark/grade may stay the same, go up or go down.** If the grade goes up, the candidate will receive a refund.  |
| **Priority Service** **2P Review of** **Marking (GCE,** **BTEC &** **Edexcel/Pearson** **GCSE only)**    | This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate’s script**. **It is only available if a GCE A-level candidate’s place in higher education is dependent on the outcome or for a priority review of Pearson GCSE exams.**  | Complete the ‘Enquiry about Results Form,’ GCE or GCSE, which is available on the school website or from the exams officer. Return to the exams officer with payment by the deadline date. Fees can also be found on the school website. **If you would like a copy of the reviewed paper, please indicate this on the form as there may be an extra charge for this.**   | **24th August** | Expected datefor completion is within 15 calendar days of the awarding body receiving the request. If considering a priority review of marking, it is not recommended that a student requests a priority copy of the script first, as this may result in missing the deadline for a priority review.   | **A candidate’s mark/grade may stay the same, go up or go down.** If the grade goes up, the candidate will receive a refund.   |

#  Access To Scripts

If you would like to see a copy of your exam paper before deciding on a review of marking, or would like to request a copy for teaching and learning purposes, you may request one of the following services:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Access to Script Service**  | **Service Available**  | **How To Make A Request**  | **Deadline Date**  | **Expected** **Date Of** **Completion**  | **Other Notes**  |
| **Access to Priority** **Copy of Scripts**    | This service allows you to request an urgent copy of an exam paper so you can make a decision about whether to apply for a review of marking.  | Complete the ‘Access to Scripts Request Form’ and give to the exams officer by the deadline date. Forms can be found on the school website or from the exam office.  | **GCE 31st August****GCSE 7th September**  | GCE by 7th SeptemberGCSE by 14th September |   |
| **Access to original script**              | This service allows you or your subject teacher to request a non-urgent copy of the exam paper. If you request the original script, you may not proceed with a review of marking. | Complete the ‘Access to Scripts Request Form’ and give to the exams office by the deadline date. Forms can be found on the school website or from the exam office.  | **28th September** | Will be issued by 3rd November.  | Do not use this service if thinking of having the paper reviewed.  If a teacher requests a script to support teaching and learning purposes, they will need the candidate’s consent and the candidate can ask that the script remain anonymous if used in the classroom.  |
| **Copies of Reviewed or Clerically Checked** **Scripts**  | Copies can be requested at the same time as applying for a clerical check or review of marking  | Ensure the correct box is ticked on the ‘Enquiry about Results Request Form.’ Fees can be found on the school website or from the exam office.   | Same deadline as review of marking  | Normally sent shortly after outcome of review of marking  | There is an extra charge from some exam boards for a copy of the reviewed paper and it is not always possible to request a copy after a review of marking application has been processed  |