**Post Results Services 2024 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: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** | **How to Make Request** | **Deadline** | **Completion Date** | **Other Notes** |
| **Service 1 Clerical Re-check -** This is a re-check of all clerical procedures leading to the issue of a result.  | Complete the form, 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.  | **26 Sept** | 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 a 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 original script.** | As above | **26 Sept** | Within 20 calendar days of the awarding body receiving the request  | As above |
| **Priority Service 2P - Review of Marking (GCE, BTEC)**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/BTEC candidate’s place in higher education is dependent on the outcome.**  | As above | **22 Aug** | 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.  | As above |

# **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 an original copy for teaching and learning purposes, you may request one of the following services: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** | **How to Make Request** | **Deadline** | **Completion Date** | **Other Notes** |
| **Access to Priority** **Copy of Scripts -** This service allows you to request an urgent copy of an exam paper so you can decide whether to apply for a review of marking.  | Complete the ‘Access to Scripts’ form (or email the exams officer) and give to the exams officer by the deadline date. Forms can be found on the school website or from the exam office.  | **GCE 29 Aug****GCSE 5 Sept** | Normally within a couple of days |  |
| **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. | As above | **26 Sept** | Normally within a couple of days | 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.  |