

Post results Services - Information for Students August 2023

If you are concerned about an examination result, it is important that you discuss your concerns with your subject teacher or a member of the Senior Leadership team as soon as possible, preferably on results day.

There may be a number of options open to you but it is important to be aware that grade protection does not apply to post review services. **This means that for each service your mark and subject grade may be lowered, confirmed or raised as a result of the review.**

Service 1: Clerical Re-check

A clerical re-check makes sure that all the pages in your exam paper were marked, that all the marks were counted and that the result matches the mark on your paper. You can request these services for individual units or components. You can only request a clerical check once for each paper. You can request a photocopy of your checked script usually for an additional fee.

Service 2: Review of Marking

A post-results review of marking is carried out to ensure that the agreed mark scheme has been correctly applied, and includes the clerical check in a Service 1. Please note this is not a re-marking of your paper. A second examiner will review your paper to identify genuine marking errors or unreasonable marking. You can request a review of marking for individual units or components. You can also request a photocopy of your checked script usually for an additional fee.

Access to Scripts (ATS)

This is a photocopy of the marked exam paper that you can use to decide whether to request a review of marking or a clerical check (Priority Access to Scripts) or to support teaching and learning (non Priority Access to Scripts). Copies of scripts to be used to support reviews of marking will be received by the College by 15th September 2022.

How to request post-results services

Fees are applicable for all post results services and these vary according to the Exam board and course. Details of the fees are set out overleaf and in the accompanying Post results services consent form. Please note that fees are per paper, not per subject.

We require payment in full before any enquiries can be processed. Payments can be made by bank transfer (Blessed Edward Oldcorne Catholic College; Lloyds Bank; SC 30-99-90; AN 10048462) If an enquiry results in a change in an overall grade then the board's fee for that enquiry is waived and thus you will receive a refund for the full amount.

Post results services can only be requested by the College and will only be made with the agreement of your teacher or senior leader. If you wish to appeal the schools decision not to

support your request for a review of marking, please refer to the College's Internal Appeals Procedures policy on the website.

If you decide to proceed with a post-result service, please complete and sign the accompanying form and return it to the Exams Office, together with the required payment. A copy of the form is also on the College website. The form gives your consent for an enquiry to be made on your behalf and confirms that you have understood that there are 3 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, so 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.

Please note that we cannot accept requests for post-results services from anyone other than yourself. Your form will be kept for at least six months following the outcome of your application or any subsequent appeal.

Any requests for post-results services and/or payments received after 3pm on the date of the deadline as set out below will not be processed. This is in order to ensure that we can meet the deadline of the awarding organisations.

Post result service	AQA Fees and Charges	OCR Fees and Charges	Pearson Fees and Charges	WJEC/Eduqas Fees and Charges	College Deadline
Service 1 Clerical re-check	£8.70	£10.00	£11.90	£11.00	25th September
Service 2 Review of Marking	£40.35	£57.50	£42.40	£40.00	25th September
ATS (priority) Copy of script to support Review of Marking	No fee	No fee	No fee	No fee	5th September
ATS (non priority) Copy of script to support teaching and learning	No fee Available after 7.9.23	No fee	No fee	No fee	21st September
ATS Service 1 or 2 copy of re-checked/ reviewed script	£ included in Service 1 or Service 2 check	£14.75	£13.10	No fee	25th September To be requested at same time as Service 1 or 2 enquiry