



# GCSE Post Results Services

## Summer 2023

The Exam Boards offer several options if you feel there has been a mistake with a result in a written exam. Please note that you cannot review the result of an internally assessed unit (NEA).

Please take time to read through the services below and, if you need further guidance, contact the Examinations team using the dedicated email [resultsqueries@asfc.ac.uk](mailto:resultsqueries@asfc.ac.uk)

## Reviews of Results

Warning - you should only proceed with any of these services after careful thought as there are three possible outcomes:

1. Your original mark is lowered, so your final overall grade may be lower than the original subject grade you received.
2. Your original mark is confirmed as correct, and there is no change in your overall grade.
3. Your original mark is raised, so your final overall grade may be higher than the original subject grade you received.

### 1. Clerical re-check (service 1)

All clerical procedures that have been applied to your script will be checked - all pages have been marked and marks have been totalled correctly. Your work will not be reviewed.

If you want a copy of your script after the check, please request this at the same time (see below).

### 2. Review of marking (service 2)

Your script will be reviewed to ensure it has been marked correctly according to the official mark scheme, but this is not a re-mark of the content of your script. A clerical re-check (see above) is also performed.

If you want a copy of your script after the review, please request this at the same time (see below).

## Access to Scripts

### 1. Priority copies

A copy of your script will be returned, and will show marks that have been allocated to each question. This may be useful if you are considering asking for a review of marking and you want to analyse your performance before making a decision. Beware - teaching staff will not routinely review scripts and make any recommendations about reviews of marking. Also, mark schemes are still confidential at this time are not available to students.

### 2. Non-priority copies

A copy of your script will be returned, and will show how the marks have been allocated. You must not use this service if you are considering asking for a clerical re-check or review of marking. This service is only really useful if you are considering taking re-sits to improve your overall grade.

### 3. Post-review copies

This service is only relevant in conjunction with a clerical check or review of marking (see above). This may be useful if you want to see any comments that were made during the check/review, but beware that when your marks don't change, often there are no helpful comments made.

**There is more information on side 2 about deadlines and costs**

# Application for GCSE Post Results Services

<b>Student name</b> (print clearly)	<b>Candidate number</b>	<b>E-mail address</b> (for the outcome to be sent)
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Fill in the subject, exam board and unit reference details carefully – your results slip contains this information. Tick the service you require per exam\*.

Subject	Exam board	Component reference	Tick only one box			Tick only one box		
			Clerical re-check	Review of marking		Post review script	Priority copy script	Non-priority copy script
<b>OFFICE USE ONLY</b>	<b>TOTAL</b>	£	<b>SUBTOTAL</b>		£	<b>SUBTOTAL</b>		£

\*N.B. charges are per exam and do not cover the whole subject - each subject consists of up to 3 exams

## Charges:

Service	Deadline	AQA	Pearson	WJEC / Eduqas
Clerical check	Weds 27 <sup>th</sup> September	£13.00	£17.00	£16.00
Review of marking	Weds 27 <sup>th</sup> September	£45.00	£49.00	£45.00
Post review copy of script (added to above)	See above dates	£5.00	£15.00	£15.00
Priority copy of script	Mon 6 <sup>th</sup> September	£5.00	£5.00	£5.00
Non-priority copy of script	Weds 27 <sup>th</sup> September	£5.00	£5.00	£5.00

**Payment for the services is at the time of request.** We accept cash, cheques and credit/debit cards in person in the Exams Office, daily between 9am and 3pm. Refunds are only made when the overall grade for the qualification changes - this is in line with exam board policy and the exams team can give you further information if needed. Charges for copies of scripts are always non-refundable.

## Your consent

I confirm that we wish to apply for the above services. In the case of reviews of results, I have read the warnings and information on the front of this form and give my consent for an application to be made for the services requested above. In giving consent I understand that the final subject grade(s) awarded may be lower than, higher than, or the same as the grade(s) originally awarded.

<b>Student signature</b>	<b>Date</b>
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OFFICE USE ONLY						
Paid		Processed	Logged 1	Outcome to	Logged 2	Refund due?
Date/amount/method/initials		- ref number		student		
						Yes / No Processed: