



## Candidate's Guide to Requesting Post Results Services

After the release of examination results, if a candidate is unhappy with their result they have the right to apply for a copy of their script from the awarding body and a check or review of their result.

In order to make a request on behalf of a candidate, the Exams Office **must have their permission** via a completed Request/Consent form and the **fee payment** prior to submitting that request to the exam board – see separate Fees & Charges pages.

### Post Results Process:

Once you have received your exam results and you are unhappy with the result, then you will need to speak to Mrs Ingram or your Head of Subject to discuss your result and where your results sit in the grade boundaries.

If, in the first instance you would like to have a look at your exam paper you can obtain a copy of the script (this is free of charge) – please tick the **Access to Script** box on the **Post Results Request/Consent Form** (available in your Results envelope / Results page of school website: [Spalding Grammar School - Results Day & Post Results Information](#) and email it or hand it to Mrs Franklin.

Following discussions, if you decide to go ahead with either the review of marking or a clerical re-check then you will need to tick the relevant box on the **Request/Consent Form** and submit it to Mrs Franklin either in person on Results day or by email.

For **A Level results**, if your result has impacted on your university place talk to Mrs Ingram or the Head of Subject regarding the possibility of a **Priority Review of Marking** for one of your papers. If, following this discussion, you decide to go ahead with this service you will need to complete and sign the **Post Results Request/Consent Form** ticking the relevant box and hand it in or email it to Mrs Franklin at [exams@spaldinggrammar.lincs.sch.uk](mailto:exams@spaldinggrammar.lincs.sch.uk). **Please ensure which paper of the subject taken, you would like to be reviewed.**

Once your signed request has been received by Mrs Franklin, payment will be available for you, within **two working days**, on Parentmail. Mrs Franklin will confirm receipt of your request via email (so please ensure you (the student) provides their personal email address on the form) – please check your junk mail.

All payments must be made through Parentmail:

- Completed forms can be handed in on Results day or sent via email (a form is available on the school's website)
- Once payment is received the Exams Officer will process the request through the relevant exam board.
- All requests should be submitted and paid for before the deadline date to allow time for processing your request.

**Please note the fees are per exam paper NOT per subject so please ensure you select the right paper on the request form.**

**All** applications for reviews must be made through the School Exam Office (Boards do **not** accept private applications).

If we request for a clerical re-check or a review of the original marking, (and a subsequent appeal) for 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**, 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 (if you receive an upward grade change the fee will be refunded to you).

**The rechecked or reviewed mark is the final mark and where there has been a reduction in marks or a grade going down following a review of marking, the request cannot be revoked and the original mark or grade will not be reinstated.**

Therefore, before making this request Mrs Ingram, together with Heads of Subject will be available to discuss with you whether requesting a review of marking will benefit you.

If you need post-results advice, some teaching staff will be available at school from 9am on Results Day and Mrs Franklin will be in the Exams Office on the mornings of **Thursday 15 and Friday 16 August** if you need to request any of the above services.

**All requests should be paid for on Parentmail and given to Mrs Franklin the day before the deadline date (see below) to allow time for processing.**

Mrs Franklin will advise you, the student of the outcome of the Post Result Request via email, once received from the relevant exam board.

## **Review of Results Services**

Please find below and explanation of the Review of Results Services:

### **Service 1 (Clerical Re-check)**

This is a re-check of all clerical procedures leading to the issue of a result.

This service includes the following checks:

- that all parts of the script have been marked.
- the totalling and recording of marks.

**If you require a copy of the re-checked script(s) ensure it is requested and the cost for Access to Scripts added to the cost of clerical re-check when making payment.**

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component that was included in the enquiry.

### **Service 2 (Review of marking)**

The service is available for externally assessed components (not NEA / practical exams) of both unitised and linear specifications. Marks/grades **may go up, down or remain the same. The reviewed mark is the final mark that stands.**

This service includes

- the clerical re-checks detailed in Service 1;
- a review of the original marking to ensure that the agreed mark scheme has been applied correctly

***The deadline for completion is within 20 calendar days of the awarding body receiving the request.***

### **Priority Service 2 (Review of marking) – A Level ONLY**

This service is the same as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.

For GCE/A Level – if you are requesting a review of results then the awarding bodies strongly recommend that you inform the college/university choice that this is being carried out. By informing them they may be able to keep your place open until the review has been completed.

UCAS will not be informed by the awarding body that a review is being conducted but they will inform them of any grade change that may arise from the review – full guidance can be found at:

### **Unexpected grades | UCAS**

***The deadline for completion is within 15 calendar days of the awarding body receiving the request, but the result may not come back before the deadline set by the universities..***

### **Access to Scripts (ATS)**

Awarding bodies will provide examination centres and their candidates with access to marked scripts for the following examinations:

- GCE (A Level)
- GCSE

Centres will be able to request:

- **Priority copies** of A-level scripts before deciding whether to lodge a review of marking.

If a GCE A-level candidate is thinking of having a Priority Service 2 review of marking due to a University place pending we would recommend that an application for a priority copy **must not** be requested. Centres should progress straight to a Priority Service 2 review of marking, given the limited amount of time available for this service.

- **Non-Priority copies** of A-level scripts and GCSE scripts.

**Once an awarding body has returned an original hard copy script to a centre or a private candidate, its security is compromised and it can no longer be subject to a review of marking.**