



Candidate's Guide to Requesting Post Results Services A Level / GCSE

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.

To make a request on behalf of a candidate, the Exams Office **must receive the request and have permission from the student NOT parent** via a completed Request / Consent form and the **fee payment** prior to submitting their request to the exam board – see separate Deadlines, Fees & Charges pages (GCE A Level or GCSE depending on the requirement).

Candidate Instructions - Post Results Process:

Once you have received your exam results and you are unhappy with the result, then you will need to speak to Senior Member of Staff or your Head of Subject to discuss your result and where it sits in the grade boundaries.

If, following this discussion, you decide to go ahead with a Review of Marking or a clerical recheck you will need to complete and sign the **Post Results Request / Consent Form** ticking the relevant box and hand it in on Results Day or email it to Mrs Franklin at exams@spaldinggrammar.lincs.sch.uk from a personal email address. **Please ensure you state which Paper of the subject taken, you would like to be reviewed – as prices are per paper (Component).**

If however, following this discussion with the Head of Subject, you wish the school to obtain a copy of your answer paper to be looked at before going ahead and paying for a review then **tick the ATS box** on the **Post Results Request/Consent Form** and hand it in or email it to Mrs Franklin ensuring it has details of your personal email address. **Please ensure which paper of the subject taken, you would like to be reviewed.** If you wish the Head of Subject/Subject Teacher to review your script please email them this request separately (please note this may not take place until after the return to school on 1st September).

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

All payments must be made through Parentmail:

- Please email Mrs Franklin once payment has been made so request can be processed.
- 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).**

A request for a clerical re-check or a review of the original marking, (and a subsequent appeal) for one of your examination papers can result in three possible outcomes:

- **Your original mark is confirmed as correct**, so there is no change to your grade.
- **Your original mark is lowered**, so your final grade may be lower than the original grade you received.
- **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 Senior staff, 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 and support, some teaching staff will be available at school on the respective Results Days or Mrs Franklin will be available via email at exams@spaldinggrammar.lincs.sch.uk . Mrs Franklin will also be responding to and processing emails during the following weeks, please ensure she has your personal email address and telephone number if you require a call back.

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 an 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 totaling 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). 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.