

IMPORTANT INFORMATION REGARDING POST RESULTS SERVICES 2017

Service 1 (Clerical re-check)

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

Be aware that your grade may go up, remain the same or go down.

You must complete a green Enquiries About Results form and return it to the Exams Officer by the **21st September 2017**. If you miss the deadline, your paper cannot be re-checked. The deadline for completion of this clerical re-check is within 10 calendar days of the awarding body receiving the request.

The cost of a clerical re-check is **£15.00**.

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 candidate's script.**

Be aware that your grade may go up, remain the same or go down.

You must complete a green Enquiries About Results form and return it to the Exams Officer by the **21st September 2017**. If you miss the deadline, your paper cannot be reviewed. The deadline for completion of this review of marking is within 20 calendar days of the awarding body receiving the request. This service also includes a clerical re-check.

The cost of such a remark is **£40.00** but you will be refunded if your **grade** is changed.

If you wish to have a copy of your remarked paper there is an additional charge of £11.00 with the exception of all scripts issued by Edexcel, which are free of charge.

Priority Service 2 – (Review of Marking) Available for GCE specifications only. Only available if a GCE A level candidate's place in higher education is dependent on the outcome.

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.**

Be aware that your marks may go up, remain the same or go down.

You must complete a green Enquiries About Results form and return it to the Exams Officer by the **24th August 2017**. If you miss the deadline, your paper cannot be reviewed. The deadline for completion of this review of marking is within 15 calendar days of the awarding body receiving the request. This service also includes a clerical re-check. The cost of such a remark is **£52.00** but you will be refunded if your **grade** is changed.

If you wish to have a copy of your remarked paper there is an additional charge of £11.00 with the exception of all scripts issued by Edexcel, which are free of charge. ***Any Priority Remark request must NOT request a Priority Access to script first as there is limited time for the remark service.***

Priority Access to Scripts. A Level only. (Either electronic copy or photocopy depending on the exam board.)

You should use this service if you wish to look at a copy of your paper prior to requesting a remark. *Any Priority Remark request must NOT request a Priority Access to script first as there is limited time for the remark service.*

You must complete a yellow Access to Scripts form and return it to the Exams Officer by the **24th August 2017**. If you miss the deadline, your paper will not be returned in time for you to have it remarked. You should expect to receive your copy before **7th September 2017, two weeks before the deadline for reviews of marking.**

The cost of a priority access to script is **£12.00**.

Priority Access to Scripts. GCSE Level only. (Either electronic copy or photocopy depending on the exam board.) NOT AVAILABLE FROM AQA

You should use this service if you wish to look at a copy of your paper prior to requesting a remark.

You must complete a yellow Access to Scripts form and return it to the Exams Officer by the **31st August 2017**. If you miss the deadline, your paper will not be returned in time for you to have it remarked. You should expect to receive your copy before **7th September 2017, two weeks before the deadline for reviews of marking.**

The cost of a priority access to script is **£12.00** for all Examining Boards.

Non Priority Access to Scripts. (Either electronic copy or original paper, depending on the exam board.)

You should use this service if you wish to use your script to support future learning. You must complete a yellow Access to Scripts form and return it to the Exams Officer by the **28th September 2017, one week after the closing date for reviews of marking.** If you miss the deadline, your paper will not be returned.

The cost of a non priority access to script is **£11.00** for OCR, AQA & WJEC Boards. Edexcel scripts are free of charge.

Exams Office Opening Hours During School Holidays 2017.

Telephone 01279 654901 Ext. 236

Thursday 17th August – 8.30am – 2.30pm **GCE enquiries**

Friday 18th August – 11.00am – 1.00pm **GCE enquiries**

Monday 21st August – 11.00am – 1.00pm **GCE enquiries**

Thursday 24th August – 9.00am – 2.30pm **GCSE enquiries only**

Please email any exam queries to h.pinnock@stmarys.net