

POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES

Summer 2024 series

Aim

This fact sheet provides information on the type of services available after the publication of GCSE, A Level, T Level, BTEC, Cam Tech and other exam results. These services are available for students to look in more detail at their results e.g. to request a remark, clerical re-check, or to gain a better understanding of the marks received for future reference. A fee is applicable for some services.

If possible, you should have a discussion with your tutor before accessing these services.

Post-results services that are available

1. Reviews of Results (RoR)

If you are unhappy with your results and feel that a unit or paper has not been fairly marked, you can ask for:

- **Clerical re-check** which means that your unit or paper will be looked at to make sure it was all marked and that the marks were added up correctly.
- **Review of marking** to ensure that the mark scheme was applied correctly.
- **Priority review of marking.** If your place in Higher Education depends upon the outcome of a results enquiry you can submit a request for a priority review of marking. Please be aware that if you want to request a copy of your script, first, this is unlikely to arrive before the deadline for you to request a priority remark.
- **Appeals.** If you are not satisfied with the outcome of the Review of Results.

2. Access to Scripts (ATS)

It may help you to request a photocopy of your unit or paper.

- **Copy of script to review marking.** This will enable you to look at the way it has been marked and decide if a review is justified. You can show it to your teacher and ask for advice.
- **Copy of script to support teaching and learning.** This may help you to learn from this exam and support future study and revision.
- **Post-review of marking copy of script.** This will allow you to see how the original marking has been reviewed by the reviewer.

Important messages:

- **Please be aware that grades can be lowered as well as raised.** You will be asked to sign a form indicating that you are aware that marks (and grades) can go down as well as up.
- **Each unit or paper is classed as a separate request.** If you sat two or three papers for a subject you will need to decide which paper(s) you wish to be reviewed. Any fees will need to be paid for each paper.

Costs: Payment must be made to the Exams Office before the request can be processed. Your money will be refunded if the outcome of the enquiry is a change to your certification grade. There is no refund if any adjustment to the mark does not alter the grade. See end of this document for payment instructions.

A Level / T Level / Cam Tech / BTEC / other level 3 results

Post-results service	Deadline (Final date for requesting)	AQA fees and charges	OCR/Cam Tech fees and charges	Pearson GCE/BTEC fees and charges	WJEC / Eduqas fees and charges
RoR Service 1 Clerical re-check	23rd September 2024	£9.05 per unit	£10.75/free	£13.10/same	£ 11.00
RoR Service 2 Review of marking	23rd September 2024	£48.65 per unit	£61.50/same	£54.30/46.70	£46.00
RoR Priority Service 2 Review of marking	20th August 2024	£57.85 per unit	£75.75	£64.70/61.50	£55.00
RoR Service 3 Review of moderation ¹	23rd September 2024	£ 281.15 (half if cohort <5)	£284.50 (<=5) /£266	£260.20 (<=5)	£ 32.00 per candidate in sample
Appeals (Stage 1) Preliminary Appeal	Within 30 calendar days (of the awarding body issuing the RoR outcome)	£124.90	£187.75		£120
Appeals (Stage 2) Appeal Hearing	Within 14 calendar days (of receipt of the preliminary appeal outcome letter)	£214.90	£268.25		£200
ATS Copy of script to support review of marking ²	27th August 2024	Free	Free	Free/same	Free
ATS Copy of script to support teaching and learning	23rd September 2024	Free	Free	Free/same	Free
ATS Post-review of marking copy of script ³	23 rd September 2024	Free	Free	Free	Free

¹ This service is not available to individual candidates

² This service is to request a copy of script to support a non-priority **review of marking**

³ Where a copy of a post-review of marking script is required, this should normally be applied for at the same time as the review of marking request to meet the relevant non-priority RoR service deadline

GCSE

Post-results service	Deadline (Final date for requesting)	AQA English GCSE fees and charges	OCR fees and charges	Maths GCSE/Pearson fees and charges	WJEC / Eduqas fees and charges
RoR Service 1 Clerical re-check	23rd September 2024 (takes up to 10 days)	£9.05	N/A	£13.10	N/A
RoR Service 2 Review of marking	23rd September 2024	£42	N/A	£46.70	N/A
RoR Service 3 Review of moderation ⁴	23rd September 2024	£ 252.20 (half if cohort <5)	N/A	£260.20 (<=5)	N/A
Appeals (Stage 1) Preliminary Appeal	Within 30 calendar days (of the awarding body issuing the RoR outcome)	£ 124.90	N/A	£	N/A
(Stage 2) Appeal Hearing	Within 14 calendar days (of receipt of the preliminary appeal outcome letter)	£214.05	N/A	£	N/A
ATS Copy of script to support review of marking ⁵	3rd September 2024	Free	N/A	Free	N/A
ATS Copy of script to support teaching and learning	23rd September 2024	Free	N/A	Free	N/A
ATS Post-review of marking copy of script ⁶	18th September 2024	Free	N/A	Free	N/A

⁴ This service is not available to individual candidates

⁵ This service is to request a copy of script to support a non-priority **review of marking**

⁶ Where a copy of a post-review of marking script is required, this should normally be applied for at the same time as the review of marking request to meet the relevant non-priority RoR service deadline

How to request a post-results service

All requests for a Post Result Service must be made using the contact details below. Exam boards charge for these services and the full costs must be paid when you make the request. You will be notified when your enquiry outcome / photocopy / original script is available for collection, at which time you must show your ID.

College name	Exams telephone	Exams email	Exams office
Brighton Metropolitan College	01273667788	examsbrighton@gbmc.ac.uk	PT5.02
Brinsbury College	01243 786321 ext 1191	brinsburyexams@chichester.ac.uk	Student Records
Chichester College	01243 786321 ext 2193	exams@chichester.ac.uk	A234
Crawley College	01293 442210	exams@crawley.ac.uk	TG06
Haywards Heath College	01444 711901	exams@haywardsheath.ac.uk	Main Office
Northbrook College	01903 273075	examsnorthbrook@gbmc.ac.uk	BWB1.20
Worthing College	01903 275755	worthingexams@worthing.ac.uk	G32

Appendix A – Clerical re-checks, reviews of marking and appeals – Candidate consent form



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Clerical re-checks, reviews of marking and appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then 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.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

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.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

- I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: Date:

This form should be retained on the centre's files for at least six months.