

POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES

Summer 2025 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.

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 by email when your enquiry outcome / photocopy / original script is available.

College name	Exams telephone	Exams email	Exams office
Brighton Metropolitan College	01273 667788	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	WD202
Worthing College	01903 275755 ext 612	To order a service, please complete this Microsoft Form: click here. For more information email worthingexams@worthing.ac.uk	G32

Post-results services that are available

1. Reviews of Results

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

It may help you to request a photocopy of your unit or paper for the following reasons:

- **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)/scripts you wish to be reviewed. Any fees will need to be paid for each paper before the request is made.

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.

Note:

The prices quoted below are presented as a guide only. They are set by the awarding body and are subject to change. They also vary between different awarding bodies. The actual price of your service will be confirmed by the College exams team when you submit your request.

A Level / Cam Tech / BTEC / Level 3 results

		Fees			
Post-results service	Request Deadline	AQA	OCR	Pearson/ Edexcel	WJEC
Priority Copy of script	28 th August 2025 (7 days)	Free	Free	Free	Free
Standard Copy of Script	31 st October 2025 (6 weeks)	Free	Free	Free	Free
Priority Review of marking	21st August 2025	£59.90	£80.25	£64.70	£58
Clerical re-check	25 th September 2025 (takes up to 10 days)	£9.40	£11.50	£13.10	£ 11
Standard Review of marking	25 th September 2025	£50.40	£65.25	£54.30 (GCE) £46.70 (BTEC)	£49
Appeals (Stage 1) Preliminary Appeal	Within 30 calendar days of the awarding body review of results outcome	£129.30	£199	£150	£125
Appeals (Stage 2) Appeal Hearing	Within 14 calendar days of receipt of the preliminary appeal outcome letter	£221.55	£284.25	£200	£210

GCSE / L1, L2 BTEC

		Fees	
Post-results service	Request Deadline	AQA	Pearson/ Edexcel
Priority Copy of script	28 th August 2025 (7 days)	Free	Free
Copy of script	31 st October 2025	Free	Free
Clerical re-check	25 th September 2025 (takes up to 10 days)	£9.40	£13.10
Priority Review of marking (Priority Service 2)	21 st August 2025 (15 calendar days)	£59.90	£53.70
Review of marking	25 th September 2025	£43.50	£46.70

Appeals (Stage 1) Preliminary Appeal	Within 30 calendar days of the awarding body review of results outcome	£ 129.30	£150
Appeals (Stage 2) Appeal Hearing	Within 14 calendar days of receipt of the preliminary appeal outcome letter	£221.55	£200



T Levels – Post Results Services 2024-2025 Pearson/Edexcel

Edexcel / Pearson	Accounting	Finance	Digital Production, Design and Development	Design, Surveying and Planning for Construction	Legal	Deadline (Final date for requesting)
Access to student assessment evidence	£6.65	£6.55	£7.05	£6.90	£6.24	18.09.25
Clerical Check (Service 1)	£12.20	£12.00	£13.00	£12.74	£11.44	18.09.25
Review of Marking (Service 2) ¹	£61.15	£60	£65.00	£63.75	£57.20	18.09.25
Expedited review of marking (Service 2) ¹	£75.60	£74.20	£80.35	£78.85	£70.70	21.08.25
Appeals Stage 1 – Paper Based Appeal ¹	£133.45	£130.95	£141.75	£139.10	£124.80	30 calendar days from the outcome of the assessment review to lodge an appeal
Appeals Stage 2 – Hearing before panel ¹	£166.75	£163.35	£177.15	£173.85	£156.00	
Additional Approved Provider Support	£289.05	£283.65	£307.05	£301.35	£270.40	

¹Only Chargeable if grade is not changed

T Levels – Post Results Services 2024-2025 – City and Guilds



City and Guilds	Onsite Construction: Building Services Engineering and Onsite Construction 8711	Engineering: Building services Engineering and onsite construction 8710	Engineering and Manufacturing: Maintenance, Installation and Repair for Engineering and Manufacturing 8730/8712	Design and Development for Engineering and Manufacturing 8730/8714	Engineering and Manufacturing: Processing and Control 8730/8713	Deadline (Final date for requesting)
Access to student assessment evidence	£0	£0	£0	£0	£0	Within 10 working days of release of results to student
Clerical Check (Service 1)	£18.13	£18.13	£17.12	£17.12	£17.12	18/9/25 Not OS
Review of Marking (Service 2) ¹	£60.52	£60.52	£17.12	£17.12	£17.12	18/9/25 Not OS
Review of Moderation ¹	£242.07	£242.07	£229.45	£229.45	£229.45	18/9/25 Not OS
Appeals Stage 1 – Paper Based Appeal ¹	£60.52	£60.52	£57.36	£57.36	£57.36	30 calendar days from the outcome of the review of marking
Appeals Stage 2 – Hearing before panel ¹	£181.55	£181.55	£172.09	£172.09	£172.09	
Additional Approved Provider Support	£484.14	£484.14	£458.90	£458.90	£458.90	

¹Only Chargeable if grade is not changed

T Levels – Post Results Services 2024-2025 T Level – NCFE



NCFE	Early Years Educator L3 603/5829/4	Digital Business Services L3 603/6902/4	Digital Support Services L3 603/6901/2	Health L3 603/7066/x	Healthcare Science L3 603/7083/x	Science L3 603/6989/9	Deadline (Final date for requesting)
Clerical Check	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	5 weeks from results release date for T levels.
Access to Scripts Non-Priority	£13.00	£13.00	£13.00	£13.00	£13.00	£13.00	5 weeks from results release date for T levels.
Access to Scripts Priority	£16.50	£16.50	£16.50	£16.50	£16.50	£16.50	7 Days from results release date for T levels.
Review of Marking with report ¹	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	7 Days from results release date for T levels.
Review external quality assurance decisions	£249.50	£249.50	£249.50	£249.50	£249.50	£249.50	
Review of Moderation ¹	£728	£728	£728	£728	£728	£728	
Appeals Stage 1 Review of Appeal ¹	£166.50	£166.50	£166.50	£166.50	£166.50	£166.50	To be submitted within 30 calendar days of the outcome of a ROMM
Appeals Stage 2 Independent Appeals Committee	£390.00	£390.00	£390.00	£390.00	£390.00	£390	To be submitted within 30 calendar days of the outcome of a ROMM

¹Only Chargeable if grade is not changed

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)

.....
.....

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.

Enquiry on Results procedure



Sabine Hanna

Updated 8 months ago

Follow

All Enquiries must be submitted through [Cambridge English for Centres](#).

There are two stages to this process:

- **Stage 1** - A full clerical re-check*. We will check that the candidate's paper-based or digital exam has been correctly processed, to make sure there have been no mistakes when calculating their final grade.
- **Stage 2** - A full re-mark of the candidate's Writing test**.

* It is not possible for Speaking tests to be re-checked.

** This excludes Pre A1 Starters, A1 Movers and A2 Flyers (YLE Starters, Movers and Flyers) and the Teaching Knowledge Test (TKT).

To request a Stage 2 Enquiry on Results, the candidate must have already completed a Stage 1 Enquiry and received an outcome letter.

Enquiries on results are charged at the following prices (where an enquiry leads to a change of results the fee will be waived):

Stage	Qualifications	GBP
Stage 1	All Cambridge English Qualifications	£25.00
Stage 2	A2 Key / Key for Schools, B1 Preliminary / Preliminary for Schools	£75.00
Stage 2	B2 First / First for Schools, C1 Advanced, C2 Proficiency	£116.00

The following Results Enquiry stages are available:

Stage of Enquiry	What is the enquiry process?	Available for which awards	How long does it take to receive the outcome of the enquiry?	How much does it cost?	When is the deadline for submitting the enquiry?
Stage 1	A full clerical re-check*	TKT, All DELTA Modules	Within 5 working days of receipt of the enquiry	Please refer to your centre for the fee	Stage 1 requests must be submitted within 8 weeks of the ERR****
Stage 1 (Fail or Referred candidates)	Detailed Report	DELTA Modules Two and Three	Within 20 working days of receipt of the enquiry	Please refer to your centre for the fee	Stage 1 requests must be submitted within 8 weeks of the ERR****
Stage 2**	Remark***	All DELTA Modules	Within 15 working days of receipt of the enquiry	Please refer to your centre for the fee	Stage 2 requests must be submitted within 11 weeks of the ERR****
	Full portfolio remark***	DELTA Module Two	Within 15 working days of receipt of the enquiry	Please refer to your centre for the fee	Stage 2 requests must be submitted within 11 weeks of the ERR****

Enquiry on Results outcomes

Outcome letters for Enquiries will be sent:

- **Stage 1** - Within 5 working days of receipt.
- **Stage 2** - Within 15 working days of receipt.

It is possible for the candidate's grade to go up, go down or remain the same.

Should an Enquiry on Results lead to a grade change, Cambridge English will refund all fees to the exam centre and request the return of the original certificate.