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## **Post Results Services**

Following the publication of results, each exam board offers a range of post results services relating to Enquiries about Results (EAR's) and Access to Examination Scripts (ATS). An application for any post result service must be submitted by the Examination Office at Newent Community School and Sixth Form Centre. Exam boards do not accept applications directly from Students or Parents.

All services have strict deadlines for applications and varying prices depending on the service required and exam board. Please refer to the GCE 2017 Post Results Price List for details on current fees and deadlines for applications.

The services offered are:

### **Clerical Check:**

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

- that all parts of the exam paper have been marked
- all of the marks have been recorded
- all of the marks have been added correctly
- special consideration has been applied correctly (where appropriate)
- the grade boundaries have been applied accurately

**Please note: The original mark/grade can go up, down or stay the same with this service.**

An outcome is usually received within 10 calendar days from the date of request to the exam board.

To apply for this service a student must complete a JCQ Consent Form, which is available from the Examination Office. A copy of the re-checked exam paper may also be requested at the same time.

### **Priority Review of Marking:**

This service is a priority review of the original marking to ensure that the agreed mark scheme has been applied correctly. The review of marking is carried out by a Senior Examiner and includes the clerical re-check service. This service is only available for externally assessed components and if the following criteria are met:

- the enquiry is about an examination for a level 3 qualification (AS or A Level)
- a student's place in higher education is dependent upon the outcome.

**Please note: The original mark/grade can go up, down or stay the same with this service.**

An outcome is usually received within 15 calendar days from the date of request to the exam board.

To apply for this service a student must complete a JCQ Consent Form, which is available from the Examination Office. A copy of the re-marked exam paper may also be requested at the same time.



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### **Review of Marking:**

This service is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The review of marking is carried out by a Senior Examiner and includes the clerical re-check service. This service is available to both GCSE and GCE students for externally assessed components.

**Please note: The original mark/grade can go up, down or stay the same with this service.**

An outcome is usually received within 20 calendar days from the date of request to the exam board.

To apply for this service a student must complete a JCQ Consent Form, which is available from the Examination Office. A copy of the re-marked exam paper may also be requested at the same time.

### **Access to Scripts – Photocopy:**

This service allows you to request a copy of your marked exam paper so that you can make a decision about whether to apply for a review of marking. This service is available for Level 3 Qualifications (AS and A Level) and GCSE with exam boards Edexcel, OCR and WJEC.

**Please note: this service is not suitable for students with University places at risk and requiring a Priority Review of Marking. Instead you should apply directly for a Priority Review of Marking.**

The photocopy of script will usually be issued by 7<sup>th</sup> September.

To apply for this service a student must complete an Access to Script form, which is available from the Examination Office.

### **Access to Scripts – Original**

This service allows you to request your original marked exam paper. This service is used if you are considering re-sitting the examination or for subject teachers to support teaching and learning. This service is available for both GCSE and GCE students.

To apply for this service a student must complete an Access to Script form if you require the script back for re-sitting purposes or a JCQ Candidate Consent Form if your subject teacher has asked for your permission to request your original script back for teaching and learning purposes.

**Please note: once an original script has been requested and returned to you, it is not possible to request a review of marking.**

Please contact the Examination Office for the relevant consent forms, or if you have any queries, by emailing: [hpenfold@newent.gloucs.sch.uk](mailto:hpenfold@newent.gloucs.sch.uk) or by phone: 01531 828914.