



# HAGLEY CATHOLIC HIGH SCHOOL



## Post Results

# A Student's Guide to Clerical Re-Checks, Reviews of Marking and Access to Scripts.

## November 2019 Exams

### Review of Results

If your result differs significantly from your expected grade you may wish to discuss it with the relevant head of department. If you then have reason to query any result, a post results service is available. A clerical re-check or a review can be requested (please note - this could result in the mark/grade being confirmed, raised or lowered). There is a fee to be paid for this service.

#### Clerical Re-check (Service 1)

This is a re-check of all clerical procedures leading to the issue of a result. Applications must be submitted to the Exams Office no later than Monday 10 February 2020, with a completed Clerical Re-checks, Reviews of Marking and Appeals form and the correct payment paid via ParentPay by Monday 10 February 2020.

#### Review of Marking Request (Service 2)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications. The service will include the clerical re-check as for service 1.

If you wish to query a result you must complete and sign the Clerical Re-checks, Reviews of Marking and Appeals form. Applications must be submitted to the Exams Office no later than Monday 10 February, with the correct payment paid via ParentPay by Monday 10 February 2020. Please see fees listed below.

Should you require a copy of your reviewed script, then this request must be made at the same time as the request for a review along with the correct payment via ParentPay.

### Enquiries about Results Fees

	OCR - Maths	AQA - English
Clerical check GCSE Unit/Module/Paper	£18.00	£8.05
Review GCSE Unit/Module/Paper	£50.25	£37.55

Should you require a copy of your reviewed script as well as an enquiry about a result there will be an additional £15.00 fee for this service. For more information on the Post Result Service, please see the examination office staff.

## **Access to Scripts**

### **Requesting a Priority Copy of Script to Support Enquiries about Results**

For those students who feel that they may wish to query their GCSE result, a special service is provided whereby a copy of the original script can be requested before deciding whether to apply for a review of marking. However, this request can only be conducted if the student or their representative presents the completed Access to Scripts form with their signature to Mrs Sherwood and the appropriate payment paid via ParentPay by Wednesday 22 January 2020.

£15.00 per script

### **Requesting a Script to Support Teaching and Learning**

Candidates will be able to request access to their own scripts for general interest or to inform future learning. Scripts will be returned to school. There will be a fee for this service:

£13.00 per script

In order to obtain your script a completed Access to Script form must be completed with signature and submitted to the Exams Office and appropriate payment paid via ParentPay by Monday 10 February 2020. The school should receive the scripts no later than the end of March 2020. Once the school has received the scripts, a message will be sent to you either with the script attached or informing you that a hard copy of the script has arrived. It is then up to you to collect and sign for the script from the Examinations Office.

Centres can apply for scripts to support staff in teaching. In all cases where centres intend to use candidates' written scripts as examples for other students, prior written permission must be obtained from the candidates concerned.

Please note: The majority of exam papers are now scanned and the returned script may be a scanned copy. The above deadlines are final.

## **Certificates**

Certificates arrive at school towards the end of February, beginning of March. These need to be collected and signed for from the school office. The school is only obliged to keep your certificates for 12 months.

Please remember to collect your certificates as they may be required by future employers.

Should you lose a certificate please contact the relevant exam board for a certifying statement of results. Please note this will cost you approximately £40.00.