



Sixth Form Students Guide to Reviews of Results and Access to Scripts

Years 12 & 13 2025

Enquiries About Your 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: Review of Results (RoRs), Access to Scripts (ATS).

A clerical re-check or a review of marking can be requested (**note - this could result in the mark/grade being confirmed, raised or lowered**). There is a fee to be paid for this service. Please make payment via Arbor Pay. (For students leaving Hagley Catholic High School, after 1st September payments can be arranged by bank transfer or card payment in school – please contact the exams office for more information)

Clerical Re-check (RoR Service 1)

The clerical re-check service checks the totalling of marks, the recording of marks and that all parts of the script have been marked. If you wish to query a result, you must complete and sign the Clerical re-checks, Reviews of marking and Appeals form (available on the school website). Applications must be submitted to the Exams Office no later than Monday 22 September, with confirmation of correct payment via Arbor Pay. (For students leaving Hagley Catholic High School, after 1st September payments can be arranged by bank transfer or card payment in school– please contact the exams office for more information)

Review of Marking Request (RoR Service 2)

This is a post results review of the original marking to ensure that the mark scheme has been applied correctly. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking. A marking error can occur because of an administrative error, a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer or there has been an unreasonable exercise of academic judgement. 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 (available on the school website). Applications must be submitted to the Exams Office no later than Monday 22 September, with confirmation of correct payment via Arbor Pay. (For students leaving Hagley Catholic High School, after 1st September payments can be arranged by bank transfer or card payment in school – please contact the exams office for more information)

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.

Priority Review of Marking Request (RoR Priority Service 2)

This is a priority post results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking.

If you wish to take this route, then you must complete and sign the Clerical re-checks, reviews of marking and appeals form (available on the school website). Applications must be submitted before mid-day on



Thursday 21 August with confirmation of correct payment via Arbor Pay. The relevant fee must be paid before we send the application to the examination board.

Please see fees list below.

Review of Results Fees (General Qualifications)

	OCR	AQA	Pearson/ Edexcel	WJEC	
Clerical check GCE Unit	£11.50	£9.40	£14.00	£11.00	
Priority Review GCE Unit	£80.25	£59.90	£68.00	£58.00	
Review GCE Unit	£65.25	£50.40	£57.00	£49.00	
Copy of Reviewed script	Free	Free	£15.00	Not available	For more

information on the Post Results Service, please see the Exams Office staff.

Exams Office availability for Post Results services:

Thursday 14 August 9 am - 3.00 pm

Wednesday 20 August 9 am - 3.00 pm

Thursday 21 August 10 am – 3.00 pm

Senior staff will be available to candidates immediately after publication of results.

Access to Scripts

Requesting a Copy of Script to Support Reviews of Marking (ATS)

For those students who feel that they may wish to query their results, a special service is provided whereby a copy of the marked script can be requested before deciding whether to request a review of marking. However, this request can only be processed if the student presents the completed Access to Scripts form (available on school website) with signature of student before mid-day of 21 August. **This service is NOT available to priority service review of marking.**

This service is free of charge

Requesting Scripts to Support Teaching and Learning

GCE Advanced, Advanced Subsidiary, Cambridge Technical, Cambridge Nationals and GCSE candidates will be able to request access to their scripts for general interest or to inform future learning.

This service is free of charge

In order to obtain your script, a completed Access to Script form (available on school website) must be completed, with signature of student and submitted to the Exams Office by Monday 22 September 2025. The script will be emailed to you. Please remember to supply your school email address on the relevant form.



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 during October/November. School Leavers are asked to collect and sign for their certificates from the school office during December 2025. Certificates may be collected during school hours on behalf of a candidate by a third party, provided they have been authorised to do so and bring a letter of consent from the candidate as well as a form of ID. (The student must provide the name of the third party and arrange an appropriate time via email with the Exams Officer for them to collect the certificate). Those certificates not collected will be posted via the Royal Mail signed for service no earlier than spring 2026. Please ensure that you keep the school informed of any change of address and contact details.

Should you lose a certificate please contact the relevant exam board for a certifying statement of results. Please note this will cost you approximately £50.00.

For those students who have completed their education at Hagley Catholic High School, we wish you every success for the future.

"Christ has no eyes to see but your eyes,
No hands to work but your hands,
No feet to run but your feet,
Nobody on earth but the one he gave you.
Yours are the eyes to look out with compassion
Yours are the feet to take you where there's a need
Yours are the hands that can work for God's healing
You are the body of Christ in the world."

St Teresa of Avila