

Enquiries about results

Summer 2018

As results are about to be issued, hopefully you are delighted with the grades awarded for all your hard work. If however, you have any questions or concerns, I have detailed below the options open to you. For clerical checks and reviews, the fee will be refunded to you if SUBJECT GRADES are amended, whether up or down.

SERVICE 1 (Clerical re-check)

This will provide a check that all parts of the paper are marked, totalled and recorded correctly, You may also request a copy of the re-checked script. Please note, this is NOT a re-mark of the paper.

Fees for Service 1:

GCE AQA Paper Check £17 (With copy script £31.35)

GCE Edexcel Paper Check £12 (With Copy Script £22.00)

GCE OCR Paper Check £17 (With copy script £29.00)

GCE WJEC Paper Check £11 (With copy script £22.00)

GCSE AQA Paper Check £ 9 (With copy script £24.00)

GCSE Edexcel Paper Check £12 (With Copy Script £22.00)

GCSE OCR Paper Check £17 (With copy script £29.00)

GCSE WJEC Paper Check £11 (With copy script £22.00)

This will be completed within 10 calendar days of the application. The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

THE DEADLINE FOR SERVICE 1 IS THE 17TH OF SEPTEMBER 2018

SERVICE 2 (Review of marking)

This will be a Clerical re-check (as detailed in Service 1 above) as well as a check to ensure the mark scheme has been correctly applied. Please note, this is NOT a re-mark of the paper.

Fees for Service 2:

GCE AQA Paper Check £44.00 (With copy script £58.00)

GCE Edexcel Paper Check £46.00 (With Copy Script £56.00)

GCE OCR Paper Check £47.00 (With copy script £59.00)

GCE WJEC Paper Check £40.00 (With copy script £51.00)

GCSE AQA Paper Check £ 38.00 (With copy script £43.00)

GCSE Edexcel Paper Check £40.00 (With copy script £50.

GCSE OCR Paper Check £47 (With copy script £59.00)

GCSE WJEC Paper Check £36.00 (With copy script £47.00)

This will be completed within 20 calendar days of the application.

THE DEADLINE FOR SERVICE 2 IS THE 17TH OF SEPTEMBER 2018

SERVICE 3 (Review of marking). GCE PAPERS ONLY

This will provide a priority check that all parts of the paper are marked, totalled and recorded correctly, You may also request a copy of the re-checked script. Please note, this is NOT a re-mark of the paper.

Fees for Service 3:

GCE AQA Paper Check £52.00 (With copy script £67.00)

GCE Edexcel Paper Check £55.00 (With copy script £65.00)

GCE OCR Paper Check £58.00 (With copy script £70.00)

GCE WJEC Paper Check £48.00 (With copy script £59.00)

This will be completed within 15 calendar days of the application.

THE DEADLINE FOR SERVICE 3 IS THE 22nd OF AUGUST 2018

Do you require a copy of a script:

A Priority copy of a script to support a review of marking (You will receive your exam paper back so that you can decide whether to apply for a review. Copies of scripts will be received by September 6th).

GCE/GCSE AQA Paper £15

GCE/GCSE Edexcel Paper £10

GCE/GCSE OCR Paper £12

GCE/GCSE WJEC Paper £11

THE DEADLINE FOR PRIORITY SCRIPTS IS THE 22nd OF AUGUST 2018 FOR GCE AND 28TH OF AUGUST FOR GCSE.

Do you require the original script back?

The original exam script will be returned no later than 14th of November, to support teaching and learning.

GCE/GCSE AQA Paper £12

GCE/GCSE Edexcel Paper £10

GCE/GCSE OCR Paper £12

GCE/GCSE WJEC Paper £11

THE DEADLINE FOR ORIGINAL SCRIPTS IS THE 27th OF SEPTEMBER 2018

To receive a script back following a review.

You will receive a copy of the script back after a post result review that may or may not show any annotations depending on the examiner and the board. If you require a copy of your paper then **this must be clearly stated** when you request your review, and once the review is being processed **we cannot request this retrospectively**.

Details and costs for this are as detailed previously.

PLEASE BE AWARE THAT IF THERE HAS BEEN A REDUCTION IN MARKS, OR A DOWNGRADE, THE REQUEST CANNOT BE REVOKED AND THE ORIGINAL MARK OR GRADE CANNOT BE REINSTATED.

UCAS will be advised of any changes to GCE grades.

For Copies of Scripts and Service 1,2 and 3,(as there is a possibility that grades may go down as well as up), it is a JCQ Requirement that we have the candidates written consent for this process. You may either complete and return the consent form at the end of this information, or an email from the student confirming their wishes will suffice.

To proceed with an enquiry:

- 1) Payment to be made to The Marlborough Science Academy's Bank Account. Please indicate the students name, subject and enquiry required.
Bank Account 29157960 and Sort Code 30-97-25
- 2) Please email m.stinson@marlborough.herts.sch.uk with your completed consent forms/consent email and provide any further information.
- 3) Once payment and the consent forms have been received, we will be able to process your request, and we will notify you of the outcome upon receipt of the response from the Awarding Body.

On results days, staff will be available to offer congratulations and guidance, and advise you on any questions you may have. If you have any further questions while the school is still closed for the holidays, please email me on the above email address and I will try to assist wherever possible.

Best wishes

Mrs Stinson

Exams Officer.

Appendix A



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 an application 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.

In order 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 enquiry (Awarding Body, Qualification level, Subject title, component/unit)

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.....

I give my consent to the head of my examination centre 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



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
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.