



DURRINGTON HIGH SCHOOL

Post Results Services

Following the release of examination results, a candidate has the right to apply to the exam board, through the school, for a review of their results if they are unhappy with their grade/s. This can take the form of a clerical check or a full review of an examination paper or papers. This review is termed a Review of Results (RoR) and is applied for by the school on behalf of the candidate. This procedure has a short deadline and therefore any requests must be carried out quickly and within the deadline stated.

There are three possible outcomes of an RoR:

1. The original mark is confirmed as correct, and there is no change to the grade.
2. The original mark is raised, so your final grade may be higher than the original grade received.
3. The original mark is **lowered**, so your final grade may be **lower** than the original grade received.

We advise that any candidate who has concerns about a grade awarded for a subject talk their concerns through with the relevant subject Head of Department and/or Examinations Officer, Mrs Larks, as soon as possible before the deadline date of **Friday 23rd September**. (Please be aware that staff do not return to school until Thursday 1st September.)

Two services are available to candidates. These are summarised below:

❖ **Service 1: A clerical re-check of the marks awarded.**

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

- *that all parts of the script have been marked;*
- *the totalling of marks;*
- *the recording of marks; [JCQ PRS 4.3.1]*

❖ **Service 2: A review of the marking, in accordance with the agreed mark scheme.**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.

This service will include:

- *the clerical re-checks detailed in Service 1;*
- *a review of marking as described above; [JCQ PRS 4.3.2]*

In order to proceed with an RoR application, you must complete and sign the attached request form. (The form **must** be signed by the candidate). This tells the headteacher that you have understood what the outcome might be and that you give your consent to the review being made. This form, along with full payment, must be received by **Friday 23rd September**. An EAR request can take up to 30 days to be completed by the exam board. You will receive a letter detailing the outcome once it has been received by the school.

Access to Scripts (ATS) Service

This service is to request the original script to be returned. This service is available to individual candidates or centre staff (subject to candidate permission). Original or an electronic image of the script will be returned within six weeks of the request. In order to proceed with an ATS application, you must complete and sign the attached request form. (The form **must** be signed by the candidate). This form, along with full payment (if applicable), must be received by **Friday 23rd September**.

Fees

Please note, fees are per paper/unit.

	AQA	Edexcel	OCR	WJEC
RoR Service 1 (Clerical check)	£8.25	£11.90	£19.50	£11.00
RoR Service 2 (Review of marking)	£38.35	£42.40	£54.25	£37.50
Access to Script Service	Free	Free	£13.25	£11.00



Request Form - Post-results services:

Review of Results (RoRs) & Access to scripts (ATS)

Please fully complete, sign and return with full payment to Mrs Larks, Examinations Officer. (Cheques to be made payable to Durrington High School)

Candidate Name:

Candidate Number:

Contact no:

Email:

Exam board	Subject	Paper/unit number	Service Required	Fee
			Total cost	£

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.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know it is 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.

Candidate Signature:

Consent/permission statement taken from JCQ [post-results services](#) guidance.

For Exams Office use only

Payment received £
Service applied for date:
Outcome received date:
Candidate notified date:
Enquiry complete date:

Deadline: Friday 23rd September