

# A LEVEL, AS LEVEL and PRE-U POST RESULTS SERVICES SUMMER 2019

## Results Enquiries

**Priority Mark Review and Clerical Re-check:** This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. The service is available for externally assessed components of both unitised (Maths resits) and linear GCE specifications. **It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.** The deadline for completion is within 15 calendar days (18 days for Cambridge Assessment International Education) of the awarding body receiving the request. If you would like a copy of the reviewed script, you **must** request it at the same time as requesting the mark review. UCAS will be advised of any changes to qualification grades. **Deadline is Thursday 22nd August.**

**Mark Review and Clerical Re-check:** This is a non-priority post-results review of the original marking. Please see definition above. Again, this service is available for externally assessed components of both unitised (Maths resits) and linear specifications. The deadline for completion is within 20 calendar days (30 days for Cambridge Assessment International Education) of the awarding body receiving the request. If you would like a copy of the reviewed script, you **must** request it at the same time as requesting the mark review. UCAS will be advised of any changes to qualification grades. **Deadline is Tuesday 17<sup>th</sup> September.**

**Clerical Re-check:** 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.

**Only clerical re-checks can be requested for objective tests (multiple choice tests).**

The deadline for completion is within 10 calendar days (30 days for Cambridge Assessment International Education) of the awarding body receiving the request. If you would like a copy of the re-checked script, you **must** request it at the same time as requesting the clerical re-check. **Deadline is Tuesday 17<sup>th</sup> September.**

**Marks and subject grades can increase, remain the same or be lowered with a clerical re-check or mark review.**

NB: You need to inform your university that you are submitting a mark review or clerical re-check, as the exam board will not. However if the grade changes the exam board will notify UCAS.

## Access to Scripts

A 'script' refers to the written work of a candidate, which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components, orals or audio/video tapes.

**Priority copy of script:** You can request a priority copy to help you decide if you want your paper reviewed or re-checked. Do not request a priority copy if you want a priority mark review, but go straight to requesting the priority mark review so you do not miss the deadline. Copies should be received by 5 September (9 Sept. for Chemistry) and forwarded to you by email. **Deadline is Thursday 22nd August.**

**Return of reviewed copy of script:** Must be ordered at the same time as a mark review or clerical re-check.

**Return of original script for when you do not want a mark review or clerical re-check:** The exam boards will start returning scripts after 27<sup>th</sup> September; all scripts should be returned by 31<sup>st</sup> October. You cannot request a mark review or clerical re-check after you request the return of original script. **Deadline is Tuesday 24<sup>th</sup> September.** For Cambridge the **deadline is 14<sup>th</sup> October** and scripts will be returned by 26<sup>th</sup> November.

**Waiving of fees:** All exam boards will refund fees if your overall grade for the qualification changes. For OCR Maths resits, if the subject grade stays the same but the unit grade changes your fee will be refunded for the changed unit only.

**Payment:** Once you have completed the other side of this form and calculated the total amount payable, please make payment through our on-line system and return the completed form to the EXAMS OFFICE.

**Holiday Exams Office opening hours: 16 Aug 07:30 – 14:00; 17, 20 & 21 & Aug 10:00 – 13:00, 23, 27, 28 & 29 Aug 10:00 – 13:00.**

**YOU WILL BE NOTIFIED BY EMAIL ONCE WE RECEIVE YOUR OUTCOME FOR A MARK REVIEW, CLERICAL RE-CHECK OR EXAM SCRIPT.**

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You **MUST** read the reverse of this form before completing it

<b>Post-results Service (Fees are per paper)</b>	<b>AQA</b>	<b>Cambridge International</b>	<b>Pearson Edexcel</b>	<b>OCR</b>
Priority mark review and clerical re-check	£57	£66	£62	£66
Mark review and clerical re-check	£48	£53	£52	£54
Mark review and clerical re-check MFL Speaking test	£76	N/A	N/A	N/A
Clerical re-check	£18	£22	£13	£20
Return of priority copy of script (to determine if a mark review or clerical re-check is required)	£16	£21	Free	£14
Return of reviewed copy of script / MFL report	£16	£21	£13	£14
Return of original script (with no intended mark review or clerical re-check)	£13	£17	Free	£13

**Candidate No:** ..... **Candidate Name:** .....

**Contact no:** ..... **Email:** .....

Subject	Exam Board	Exam code	Paper (component) or Unit Title	Service Description	Fee
				<b>Total Cost</b>	<b>£</b>

**Mark Review and clerical re-check requests: please sign below**

I give my consent to make an enquiry about the result of the examination(s) listed above. In giving consent, I understand that the final subject grade and / or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.

**Candidate Signature:** ..... **Date:** .....

**Access to Script Requests: please sign below**

I give my consent to request the return of my exam script(s). Once I request the return of an original script, I cannot then request a review of marking or clerical re-check of the script(s). (If I request a priority copy of script(s), I can then request a mark review or clerical re-check.)

**Candidate Signature:** ..... **Date:** .....