

A LEVEL, AS LEVEL POST RESULTS SERVICES

There are several post results services available, however before submitting any request it is important to remember that marks and subject grades can increase, remain the same or be lowered. **This new result stands.**

Mark Review and Clerical Re-check:

This is a 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 GCE specifications. Mark reviews cannot be requested for objective tests such as multiple choice.

The deadline for completion is within 20 calendar days (30 days for Cambridge Assessment International Education) of the awarding body receiving the request. A copy of the reviewed script **must** be requested at the same time as submitting the mark review. The exact deadline to submit requests to exam boards varies each year but tends to be in the 3rd week of September.

Priority Mark Review and Clerical Re-check:

This is available for A-level candidates where their place in higher education is dependent upon the outcome of a review. Again the service is available for all externally assessed GCE specifications.

It is important to inform your university that a mark review or clerical re-check has been submitted, as the exam board will not. However if the grade changes the exam board will notify UCAS.

The deadline for completion is within 15 calendar days (18 days for Cambridge Assessment International Education) of the awarding body receiving the request. A copy of the reviewed script **must be** requested at the same time as submitting the mark review. The deadline to submit requests to exam boards is 7 calendar days after Results Day.

Clerical Re-check:

This is a re-check of all clerical procedures leading to the issue of a result. This service will include checking that all parts of the script have been marked and that the marks were totalled and recorded correctly.

The deadline for completion is within 10 calendar days (30 days for Cambridge Assessment International Education) of the awarding body receiving the request. A copy of the re-checked script **must** be requested at the same time as submitting the clerical re-check. The exact deadline to submit requests to exam boards varies each year but tends to be in the 3rd week of September.

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:

In order to decide whether or not to request a non-priority mark review or clerical re-check it may be helpful to obtain a copy of the script, which can be done on a priority (fast) basis. Do not request this service if a priority review of marking is required as there is significant risk that the deadline will be missed. The deadline to request a priority copy of a script is 7 calendar days after Results Day.

Copies of scripts should be received within three weeks of Results Day.

Return of reviewed copy of Script:

If it would be helpful to see the changes, if any, on a script after a mark review or clerical re-check has happened, then a copy must be ordered at the same time.

Return of original Script:

This should only be requested when a mark review or clerical re-check is not required and in fact once an original script has been requested mark reviews and clerical re-checks are not permitted.

Exam boards start returning scripts from the last week in September and all scripts are normally returned by the end of October. The exact deadline to submit requests to exam boards varies each year but tends to be in the 3rd week of September.

Script Viewer - In addition Edexcel offers a service where original scripts that have been scanned for electronic marking can be downloaded free of charge. In this case a review of marking or clerical re-check is still permitted within exam board deadlines.

Grade Changes:

All exam boards will refund fees if your overall grade for the qualification changes. However, the refunds will not be processed until the outcomes of all post results are completed, normally from the beginning of November.

How to apply:

Complete and return the Post Results Services form to the Exams Office by the deadline stated on the form. The form will be published on the web site by the end of the summer term. There is a charge for Post Results Services.