

## **POST RESULT SERVICES**



**Fitzharrys  
School**

### **EXAM CERTIFICATES**

When you receive your result slip, please check that your personal details are correct as these details will appear on your certificates. If any details need to be changed, please let the exams office know by 15<sup>th</sup> of September. If any personal details need to be changed once you have received your certificates, you will be charged £70 per exam board for a replacement.

If your results are not what you hoped to achieve you have a number of services available to you. You need to decide which post-results service you want to access. The services available are:

### **CLERICAL 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 totaling of marks
- The recording of marks

Candidate consent is required. The deadline for completion is within 10 calendar days of the awarding body receiving the request.

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. Marks and subject grades could go down as well as up.

### **REVIEW OF MARKING**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **This is not a re-marking of the candidate's script.** The priority review of marking consists of:

- A clerical re-check as above.
- Review of marking ensuring that the mark scheme has been applied correctly.

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.
- An unreasonable exercise of academic judgement.

**The candidates' consent is required because marks can go up or down.**

The deadline for completion by the exam board is 20 calendar days.

The fee for a review of marking is per paper, e.g. 3 papers contribute towards a Maths GCSE. Instead, you could ask for your papers back first so that your teacher can review them to see if there is any merit in continuing with a review of marking (this is a free/instant service). Teachers could also suggest which paper to review, rather than requesting all of them.

### **ACCESS TO SCRIPT TO SUPPORT A REVIEW OF MARKING**

This is an instant service that ensures **copy** scripts are returned to the Centre in sufficient time to allow decisions to be made about whether a non-priority review of marking should be applied for. Request a **copy** script and not the original. **The candidates' consent is required.**

### **ACCESS TO SCRIPT TO SUPPORT TEACHING AND LEARNING**

This is an instant service enabling Centre's to request copies of scripts to support teaching and learning. **The candidates' consent is required if a teacher wishes to request a script.**

### **REVIEW OF MODERATION** (This service is **not** available to individual candidates)

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. **It is not a re-moderation of candidates' work.** (The school will decide if an application will be made for the cohort).

### **HOW TO APPLY**

If you want to request one of these services, please follow the link or QR code below to complete the application form:

<https://forms.office.com/e/aQN0sS35BG>

Fees for the applications are stated on the **GCSE Post results services and fees** document in your exam envelope. Any fee needs to be paid prior to application. They can be paid electronically to:



**Fitzharrys School.**

**Sort Code 30 67 53**

**Account number 30069160.**

If the school is paying for a remark of your script, please state that on the form.

Requests will be processed when we return to school in September by Mrs Hale our exams officer. Please be mindful that you may not hear from Mrs Hale until September. If you need to contact Mrs Hale urgently, you can email her at: [ihale@fitzharrys.school](mailto:ihale@fitzharrys.school)