

Post Results Service Request Form – GCE

Summer 2023 Examinations

*** A Level Priority requests MUST be sent to THE EXAMS OFFICE by 22nd August 2023**

Please read the tariff overleaf carefully and **sign to give your consent**, before completing this form.

1. Make payment via School Webshop (<https://www.parentpayshop.co.uk/schools/8305401/shop.html>) & print the confirmation of payment. **Please note that prices are per paper NOT per subject.**
2. Hand this completed form, **with a printed copy of the confirmation of payment**, back to the Exams Office for processing.
3. **Any requests received after the deadline CANNOT be processed.**

DEADLINES –

Priority review of marking ('A' level only)	22 nd Aug*	- - -	date rec'd back to centre – 9 th Sept
Review of marking	1 st Sept	- - -	date rec'd back to centre – 28 th September (latest)
ATS (script) requests	30 th Aug	- - -	date rec'd back to centre by – 7 th September

Student Name	Cand No	Exam Board	Subject	Module Code	GCSE or GCE	Service Request i.e. priority review/non-priority review/photocopy	Cost	Requested by (<i>student/ tutor</i>)	Contact No.

Exams Office Use Only:

Parentpay ref no.	Date sent to board	Ref	Added to S/S	Date Rec'd back	Outcome	Informed	Saved to folder

- If you want a Priority service you CANNOT ask for a copy of the script first
- If a script copy may be required after review then it MUST be requested at time of reviewed script request
- Only request an original script if a review of marking is not required, if it is possible that a review may be required then you should request a script photocopy.

AQA	GCE
Priority Review of marking (includes copy of reviewed script)	£55.60
Copy of reviewed script	Free
Review of marking	£46.75
Photocopy of script	Free
Original script	Free

Edexcel	GCE
Priority Review of marking	£61.60
Copy of reviewed script	£13.80
Review of marking	£51.70
Photocopy of script	FREE (Contact Exams Office)
Original Script	N/A

OCR	GCE
Priority Review of marking	£70.75
Copy of reviewed script	£14.75
Review of marking	£57.20
Photocopy of script	Free
Priority photocopy of script	Free

Parental and Candidate Consent

The following information explains what may happen following an enquiry about a result.

If your school or college makes an enquiry about a result (review of the original marking) for one of your examinations after your subject grade has been issued there are three possible outcomes:-

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

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of centre that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

I give my consent to the Head of Centre to make an enquiry about the result of the examination listed overleaf. In giving consent I understand that the final subject grade awarded to me following an enquiry may be lower than, higher than, or the same grade which was originally awarded for this subject.

Signed (Parent/Carer)..... Date.....

Signed (Candidate) Date

*This form will be retained on the centre's files for a minimum of six months following the outcome of the enquiry.