

Post Results Service Request Form

Summer 2019 Examinations

* **A2 Priority requests MUST be received INTO THE EXAMS OFFICE by 20th August 2019**

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

1. Make payment via School Webshop & print the confirmation of payment.
2. Hand 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) 20th Aug* - - - date rec'd back to centre – 6th Sept
 Review of marking 17th Sept - - - date rec'd back to centre – 10th October (latest)
 ATS (script) requests 17th Sept - - - date rec'd back to centre by – 31st October

Student Name	Cand No	Exam Board	Subject	Module Code	GCSE or GCE	Service Request i.e. 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	GCSE
	Priority Review of marking	£51.75	n/a
	Copy of reviewed script	£14.35	£14.35
	Review of marking	£43.45	£37.55
	Photocopy of script	£14.35	£14.35
	Original script	£11.30	£11.30

Edexcel		GCE	GCSE
	Priority Review of marking	£55.90	£46.40
	Copy of reviewed script	£12.50	£12.50
	Review of marking	£46.90	£40.40
	Photocopy of script	FREE (Contact Exams Office)	
	Original Script	N/A	N/A

OCR		GCE	GCSE
	Priority Review of marking	£59.80	n/a
	Copy of reviewed script	£12.15	£12.15
	Review of marking	£48.50	£48.50
	Photocopy of script	£11.75	£11.75
	Priority photocopy of script	£12.15	£12.15

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.