



BTEC Post Results Services

Summer 2023

The Exam Boards offer several options if you feel there has been a mistake with a result in a written exam or set task. Please note that you cannot review the result of an internally assessed unit. Please take time to read through the services below and, if you need further guidance, contact the Examinations team using the dedicated email resultsqueries@asfc.ac.uk

Reviews of Results

Warning - you should only proceed with any of these services after careful thought as there are three possible outcomes:

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

1. Clerical re-check (service 1)

All clerical procedures that have been applied to your script will be checked - all pages have been marked and marks have been totalled correctly. Your work will not be reviewed.

If you want a copy of your script after the check, please request this at the same time (see below).

2. Review of marking (service 2)

Your script will be reviewed to ensure it has been marked correctly according to the official mark scheme, but this is not a re-mark of the content of your script. A clerical re-check (see above) is also performed.

If you want a copy of your script after the review, please request this at the same time (see below).

3. Priority review of marking (priority service 2)

This service can only be used if your university place/apprenticeship is at risk because of a lower than expected grade.

Your script will be reviewed, as above, and this will take priority over normal reviews. The exam boards return most outcomes within 15 calendar days, but this is not guaranteed. Therefore, it is essential that you make an application as quickly as possible.

Access to Scripts – written exams

This does not apply to Set Tasks completed on a computer – see exams staff for more details

1. Priority copies

A copy of your script will be returned, and will show marks that have been allocated to each question. This may be useful if you are considering asking for a review of marking and you want to analyse your performance before making a decision. Beware - teaching staff will not routinely review scripts and make any recommendations about reviews of marking. Also, mark schemes are still confidential at this time are not available to students.

2. Non-priority copies

A copy of your script will be returned, and will show how the marks have been allocated. You must not use this service if you are considering asking for a clerical re-check or review of marking. This service is only really useful if you are considering taking re-sits to improve your overall grade.

3. Post-review copies

This service is only relevant in conjunction with a clerical check or review of marking (see above). This may be useful if you want to see any comments that were made during the check/review, but beware that when your marks don't change, often there are no helpful comments made.

There is more information on side 2 about deadlines and costs

Application for BTEC Post Results Services

Student name (print clearly)	Candidate number	E-mail address (for the outcome to be sent)
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Fill in the subject, exam board and paper reference details carefully – they can all be found on your results slip. Tick the service you require per exam*.

Subject	Exam board	Exam paper reference	Tick only one box			Tick only one box		
			Clerical re-check	Review of marking	Priority review of marking	Post review script	Priority copy script	Non-priority copy script
	Pearson							
	Pearson							
	Pearson							
OFFICE USE ONLY	TOTAL	£	SUBTOTAL		£	SUBTOTAL		£

*N.B. charges are per exam. For Science units with multiple exams, each exam is chargeable.

Charges:

Service	Deadline	Pearson
Clerical check	Weds 27 th September	£17.00
Review of marking	Weds 27 th September	£56.00
Priority review of marking	Weds 23 rd August	£66.00
Post review copy of script (added to above)	See above dates	£15.00
Priority copy of script	Weds 30 th August	£5.00
Non-priority copy of script	Weds 27 th September	£5.00

Payment for the services is at the time of request. We accept cash, cheques and credit/debit cards in person in the Exams Office, daily between 8.30am and 3pm. Refunds are only made when the overall grade for the qualification changes - this is in line with exam board policy and the exams team can give you further information if needed. Charges for copies of scripts are always non-refundable.

Your consent

I confirm that we wish to apply for the above services. In the case of reviews of results, I have read the warnings and information on the front of this form and give my consent for an application to be made for the services requested above. In giving consent I understand that the final unit grade(s) awarded may be lower than, higher than, or the same as the grade(s) originally awarded and that this may affect my final overall grade for the subject when issued in the summer.

Student signature	Date
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OFFICE USE ONLY					
Paid	Processed	Logged 1	Outcome to student	Logged 2	Refund due?
Date/amount/method/initials	- ref number				Yes / No
					Processed: