

## **Enquiries about AS and A2 Exam Results**

If you have any queries following the issue of results you should speak to Mr Elkington, Ms Wilkes, Mr Morriss, Dr Edwards, your subject teacher or your Group Tutor. It is important that you do this without delay as there are strict deadlines for the services detailed below.

### **Re-marks for AS/A2 units**

You may request that your paper is re-marked. To do this you will need to complete an '*Enquiries and Appeals about Results Form*' which is available from the Sixth Form Office. You must read the form carefully and provide all the correct information. You will have to pay for the re-mark and a table of fees will be published. Forms and fees should be returned to Mrs Shaw in Room 30 before the relevant deadline.

It is important to realise that marks and grades are not always raised as a result of a re-mark; they can be confirmed or on some occasions lowered! If either the unit grade or the overall grade is raised a refund will be issued. If the marks are raised but the original grade or unit grade are unaffected, no refund will be given.

You might wish to obtain a photocopy of your marked script (see Access to Scripts below) before deciding whether to request a re-mark.

Priority re-marks are only available in Summer where a candidate's place in further/higher education depends on the outcome. You must put your UCAS number on the '*Enquiries and Appeals about Results Form*' and return it to Mrs Shaw in Room 30 with the appropriate fee before the deadline.

### **Access to Scripts**

If you wish, you may have a photocopy of your script. You must complete an '*Enquiries and Appeals about Results Form*' providing all the correct information. You will have to pay the appropriate fee. When it is received, you will be contacted to collect the script.

***There are very strict deadlines to request Priority Re-marks and Photocopies of Scripts. You will need to refer to the deadline timetables detailed on the Examinations Noticeboard in the Commonroom.***

You may also request your original script to be returned by the awarding body. To do this you must complete an '*Enquiries and Appeals about Results Form*' and return it to Mrs Shaw in Room 30 with the appropriate fee before the relevant deadline. If you request the original script you must be sure that you will not want a re-mark of that particular unit as once the script is released by the awarding body there can be no further enquiry or appeal made.

If you receive an original script you must observe the awarding body ruling that scripts must not be disposed of or written on or otherwise tampered with until after the date set – this is usually a three month period. The awarding body reserves the right to request the return of the script prior to this date and **candidates who have tampered with scripts will be penalised by disqualification from the exam and any other exam taken in the same session.**