



# Summer 2025 Public Examinations

**Results Days:    14 August 2025 (A Level/BTEC)**  
**21 August 2025 (GCSE)**

## **INTRODUCTION**

This booklet has been compiled to give students and parents an overview of the Post Results Services that are provided by the Examination Boards. However, please note that although every endeavour is made to ensure that the external information provided is up to date; the Joint Council for Qualifications on behalf of the Examination Boards reserve the right to make changes without prior notice.

The following general information is provided by the Joint Council for Qualification on behalf the Examination Boards: AQA, EDEXCEL, OCR, CEA, WJEC/CBAC and Cambridge.

## **ENQUIRY ABOUT RESULTS SERVICES AND ACCESS TO SCRIPTS**

Examination Boards offer the following common services for GCE and GCSE public examinations. These services can only be requested, if required, by the school on a candidate's behalf. Please contact the School Secretary in the first instance, in order to obtain the appropriate request form. The forms can be downloaded from the KGS website under the section called external exams, post results services. There is a fee applied by the Examination Boards for these services. Please see back page of this booklet for fees. Please be aware that some units/components are exempt from these services.

### **Applications for Enquiries about Results**

- Applications must be made through the Exams Officer by the deadlines specified.
- Any applications received after the published deadlines will not be accepted.
- All applications must be submitted with the appropriate fees. No requests will be processed until payment has been received.
- In order to proceed with any enquiry a consent form must be completed and signed by the candidate.

### **Please Note:**

Grades or uniform mark score (UMS) can go up or down.

If you request a clerical check, or remark on a script, and you also wish to see the script you must request a photocopy at the same time. It is not possible to request a photocopy of the script at a later date.

## SERVICE 1 – CLERICAL RE-CHECK

This is a re-check of all the clerical procedures leading to the issue of a result.

### **This service includes the following checks:**

- That all parts of the script have been marked.
- The totalling of marks.
- The recording of marks.
- If requested at the same time, a copy of the re-checked script(s) for those units/components included in the Access to Scripts Service.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or components included in the enquiry.

This service must be requested by **4.00 pm on Thursday 25 September 2025**. The target for completion is within 10 calendar days of the Awarding Body receiving the request.

Only Service 1 clerical re-checks can be requested for objectives tests (multiple choice tests).

### **Please Note:**

Candidates' grades or uniform mark score (UMS) can go up or down.

## SERVICE 2 – POST RESULTS REVIEW OF MARKING

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.** The service is available for externally assessed components only.

### **This service will include:**

- The clerical re-checks detailed in Service 1.
- A review of marking as described above.
- If requested, a copy of the reviewed scripts(s) for those unit/components included as part of the Access to Scripts.
- If the nature of the unit/component is such that Access to Scripts cannot be arranged, such as externally assessed Modern Foreign Language speaking tests, it may be possible to request a report. Individual Exam Boards will advise on which units/components this applies to and the mechanism by which reports can be obtained.

This service must be requested by **4.00 pm on Thursday 25 September 2025**. The target for completion is within 20 calendar days of the Awarding Body receiving the request.

### **Please Note:**

Candidates' grade or uniform marks score (UMS) can go up or down.

## **PRIORITY SERVICE 2 – URGENT POST RESULTS REVIEW OF MARKING**

This service is as Service 2, but is only available if the following criteria are met:

- The enquiry is about an examination for a Level 3 qualification (except Edexcel where this is available for Level 1/2 qualifications).
- A candidate's place in higher education is dependent upon the outcome.

Any applications not meeting these criteria will be treated as normal Service 2 requests.

This service must be requested by **4.00 pm on Thursday 21 August 2025.** The target for completion is within 15 calendar days of the Awarding Body receiving the request.

## **APPEALS**

The appeals process is available to centres for candidates, with the support of the Head of Centre, who remain dissatisfied after the outcome of an Enquiry about Results.

- Appeals must be submitted to the relevant Awarding Body within 14 Calendar days of the notification of the outcome of the enquiry.
- Only the Head of Centre can submit an appeal.
- Appeals must be made in writing and clearly state the grounds for the appeal.
- The grounds for appeal must relate to the Awarding Body's procedures or the application of these procedures.
- Appeals do not generally involve further reviews of marking of candidates' work.
- Awarding Body's charge for appeals.
- Further details of the appeals procedures are available upon request.

## ACCESS TO WRITTEN EXAMINATION SCRIPTS

The Joint Council for Qualification (JCQ) has issued the following guidelines regarding access to scripts for the Summer 2025 Examinations.

Candidates are able to request access to their own scripts for general interest or to inform future learning.

A-level candidates may request a photocopy of a script(s) prior to deciding whether to lodge an Enquiry about Results. This option is not available for GCSE examinations.

In addition teaching staff may wish to apply for scripts to support future teaching or to help decide whether to lodge an Enquiry about Results. In all cases where centres intend to use candidates' written scripts as examples for other students prior written permission must be obtained from the candidates concerned. Some components/units are excluded from the return service such as orals, audio/video tapes and centre assessed coursework.

**Please note that in the majority of cases, scripts are returned to us electronically and will be returned to students via their school email address.**

## ORIGINAL SCRIPTS

It is possible for candidates to request their own original script(s). However, once an Awarding Body has returned an original script its security is compromised and it can no longer be subject to an enquiry or investigation.

Original scripts are not usually dispatched to centres until after the deadline date for Enquiries about Results has passed **and may take considerable time to be returned to the centre.** In some cases where a remark has been requested the original script on the unit in question may no longer be available.

All original script requests must be submitted to the relevant Awarding Body by **4.00 pm on Thursday 25 September 2025.**

## FINAL THOUGHTS

We are proud of the effort you've put into your studies, and we are here to support you every step of the way. If you have any questions about your results or next steps, please don't hesitate to ask.

# **KIRKHAM GRAMMAR SCHOOL**

**Post results fees for examination series June 2025**

**Fees are per component/unit**

<b>SERVICE / COSTS</b>		<b>AQA</b>	<b>OCR</b>	<b>Edexcel</b>	<b>WJEC</b>
<b>Service 1</b>	GCSE	£10.00	£10.75	£12.50	£11.00
	With script access	£10.00	£26.50	£12.50	£22.00
	Clerical Re-Check GCE	£10.00	£10.75	£12.50	£11.00
	With script access	£10.00	£26.50	£12.50	£22.00
<b>Service 2</b>	GCSE	£42.35	£61.50	£44.50	£40
	With script	£42.00	£77.25	£58.30	£40
	Clerical Check With Review GCE	£48.65	£61.50	£51.70	£46
	With script	£48.65	£77.25	£65.50	£46
<b>Service 2 (Priority)</b>	GCSE	N/A	N/A	£51.10	N/A
	With script	N/A	N/A	£64.90	N/A
	Priority Review of Marking GCE	£57.85	£75.75	£61.60	£55
	With script	£57.85	£91.50	£75.40	£55
<b>Original Script</b>	GCSE	£10	£10	£10	£10
	GCE	£10	£10	£10	£10