

St Michael's Church of England High School

A Church of England Academy

Headteacher: Mrs J Jenks BSocSci Hons PGCE

Deputy Headteachers: Mr J Chadwick B Ed Hons, Mrs C Hooley BA Hons PGCE

Growing in Body, Mind and Spirit



22nd August 2024

Dear Parents/Carers and Year 11 Pupils

Further to our previous letter in July outlining the Post Results Services available, please see below a list of fees for each service. A summary of the services is overleaf.

Should you wish to request any Post Results Services please complete this Microsoft form by scanning the QR code or using the link below:

<https://forms.office.com/e/GeUBjURtYs>



Please note, requests must be made by pupils and not parents/carers.

For Access to Scripts, please complete the form and you will be informed once the payment of £1.00 administration fee for each paper you wish to access is available to pay on School Gateway.

For Clerical re-check and Review of Marking services, please complete the form and you will then be contacted using the email address you supplied on the form to arrange payment as the fees for each exam board vary.

Your request(s) will not be submitted to the exam board until we have received payment.

	Access to Scripts (to support reviews of marking)	Clerical Re-check	Clerical Re-check including copy of script	Review of Marking (includes a clerical re-check)	Review of Marking including copy of script
Deadline to submit application to school	23/09/2024	23/09/2024	23/09/2024	23/09/2024	23/09/2024
AQA	£1.00 admin fee per paper	£9.05 per paper	No additional fee	£42.00 per paper	No additional fee
Edexcel/Pearson	£1.00 admin fee per paper	£13.10 per paper	£13.10 + £14.50 per paper	£54.30 per paper	£54.30 + £14.50 per paper
Eduqas/WJEC	£1.00 admin fee per paper	£11.00 per paper	Service not available	£40.00 per paper	Service not available
NCFE	£16.50 per paper (includes a clerical recheck)	£5 per paper	£16.50 per paper	£50.00 per paper	No additional fee
OCR	£1.00 admin fee per paper	£10.75 per paper	£26.50 per paper	£61.50 per paper	£77.25 per paper

Astley Road, Chorley, Lancashire PR7 1RS Telephone: (01257) 264740 Fax: (01257) 224767 email: admin@saint-michaels.lancs.sch.uk



Post Results Services

After the publication of results the following services are offered by awarding bodies and can only be applied for by the school. Please note these services, including fees, vary between awarding bodies.

Access to scripts (usually an electronic version of the exam script.)

This service can either be used to support a review of results (see below) or to support teaching and learning within school. You will be required to complete a consent form before the school can request access to your script. The school deadline for requesting access to scripts is Monday 23rd September 2024.

Reviews of Results (RoR)

Candidates need to be aware that **MARKS MAY GO DOWN AS WELL AS UP** in a Review of Results. You will be required to complete a consent form before the school can make an enquiry about your result. The school deadline for requesting a Review of Results service is Monday 23rd September 2024.

A Clerical re-check - this simply ensures clerical procedures have been carried out correctly, or in other words, they check that the marks have all been added up correctly.

Review of marking (IT IS VERY IMPORTANT THAT YOU ARE AWARE THAT THIS PROCESS DOES NOT MEAN THAT A PAPER IS 'RE-MARKED'.) A review of the original marking is undertaken to ensure that the mark scheme was applied correctly and that the process of marking was carried out appropriately. Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking.

Our exams officer, Mrs Lever, will be available on results day, on Friday 23rd August, and on Wednesday and Thursday the following week to answer any queries regarding post results services. You can speak to her in school on results day or you can email your queries to exam@saint-michaels.lancs.sch.uk.

Yours sincerely



Jayne Jenks
Headteacher