



Dean Watson Headteacher
Bolton Road West, Ramsbottom, Bury, Lancashire, BL0 9QZ
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#TeamWoodhey

Post-Results Services Summer 2023

There are a number of options available to you if you have a concern about your results.

Post-Result Services: (Please Note: These services only apply to written exams.)	
Service 1 – Priority Access to Scripts A copy of your marked original script to help you decide if you want a clerical re-check or a review of marking.	Deadline: 12pm Wednesday 6th Sept
Service 2 - Clerical Re-check This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks: <ul style="list-style-type: none"> • that all parts of the script have been marked • the totaling of marks • the recording of marks 	Deadline: Friday 22nd September
Service 3 - Review of Marking This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. This service will include: <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 2 • a review of marking as described above 	Deadline: Friday 22nd September
Service 4 – Copy of Reviewed Script A copy of the reviewed script to be delivered after the review has been completed. This needs to be ordered at the same time as Service 2/3.	Deadline: Friday 22nd September
Service 5 - Access to Scripts Look back over your answers and have a record of them. Do not ask for this service if you want to see a script to help you decide whether you want a review of marking or a clerical re-check. Note: If an access to scripts request is made, you cannot then submit a request for a review of marking/clerical re-check.	Deadline Friday 22nd September

Exam Board	Service 1: Priority Access to Script	Service 2: Clerical Re-check	Service 3: Review of Marking	Service 4: Copy of Reviewed Script	Service 5: Access to Scripts
AQA	£5.00	£8.70	£40.35	£5.00	£5.00
Pearson (Edexcel)	£5.00	£12.50	£44.50	£13.80	£5.00
WJEC	£5.00	£11.00	£40.00	£11.00	£5.00
OCR	£5.00	£10.00	£57.50	£14.75	£5.00



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Note: All fees stated above are per unit or paper and include the exam board fee and school administration charge. You will receive a refund for service 2 and 3 if the review of marking results in the amendment of a qualification grade.

Payment: Cash (exact change only, the Exams Support Officer does not have access to change) or cheque, made payable to the Shaw Education Trust. Members of staff will be available in the F.B. Hall on Thursday 24th August from 9.30am to 11am to offer careers and post-results advice.

The Exams Support Officer will be in school on **Thursday 24th August** until 1pm if you wish to request a post-results service. Any further requests can be made when school reopens on Monday 4th September. If you are dissatisfied after receiving the outcome of an enquiry about your results you may request us to appeal on your behalf. Please contact Mrs Dewhurst (Exams Support Officer) for further information
Tel: 01706 825215 Ext: 2284, exams@woodhey.set.org



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What can happen to my mark or grade?

- Marks and grades can go up, go down or stay exactly the same.
- If your grade for a **subject** (not unit/paper) changes we will return your payment.

To request a Post-Results service and/or an Access to Scripts (ATS) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. Please return to the Exams Support Officer.

Awarding Body	Subject	Exam Paper Title & Code	Service No.	Fee (per paper)
				£
				£
				£
				£
				£
			Total:	£

Candidate Consent			
Candidate Name:			
Candidate Number:			
Email address to return post-results outcome/scripts to:			
<p>I give my consent to the Head of my school/Exams Support Officer to:</p> <p><input type="checkbox"/> access my scripts</p> <p><input type="checkbox"/> submit a clerical re-check for the examination(s) listed above</p> <p><input type="checkbox"/> submit a review of marking for the examination(s) listed above</p> <p>Please tick the relevant box(es).</p> <p>In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.</p> <p style="text-align: right;"><i>Consent statement taken from JCQ post-results services guidance.</i></p>			
Candidate Signature:		Date:	

This form must be signed by the candidate. All requests for post-results services have to be made via school.



**Shaw
Education
Trust**

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