

### **Post-results services**

Awarding bodies offer two post results services to candidates (for a fee payable by the candidate);

- Review of results (either a clerical check and/or a review of marking)
- Access to scripts

#### **Service 1 – Clerical check**

This service includes the following checks:

That all parts of the script have been marked. The totalling of marks. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable (indicate on form). The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The target for completion is within 20 calendar days of exam board receiving the request.

#### **Service 2 – 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 deadline for completion is within 30 calendar days of the awarding body receiving the request.

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 script(s) for those units/components included as part of the Access to Scripts service.

#### **ATS – Access to scripts**

A photocopy / scanned copy or the original of the student's script

- Requests for post results services can only be made by the centre at which the candidate's entries were made and with the candidates written consent (informed consent via candidate e-mail is acceptable)

- **It is important that you discuss any review options with your subject teacher before applying – as marks can go up or down and there is no option to revert to a previous, higher mark**

- The deadlines for applications are final and it should be noted that scripts are destroyed after a certain time so these services must be applied for immediately after receiving your results
- There will be a fee for all Post Results Services as outlined by the Exam Boards

☒ Applications will not be submitted to the Board without payment having been received.

If you require a review of marking (RoM) of a subject involving more than one unit, the fee is payable for each unit that is being reviewed

- Further details will be sent to you nearer the time showing you the options and fees.
- The internal appeals procedure outlines the centre's procedure in relation to post results services: the policy can be found on the school website - Internal Appeals Policy