



Post-results services KS4 – candidate consent form

Now you have received your results, there are several post-results services available from the exam boards.

Copy of script

- You can request a copy of your script so that you can decide, in consultation with your subject teacher(s), whether you would like to apply for a mark review or a clerical re-check.

Review of results

The options for reviews of results are:

- Clerical re-check - this checks that all parts of the scripts have been marked, the totalling of the marks and the recording of marks.
- Review of marking - this checks the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of an administrative error, a failure to apply the mark scheme where a task has only a right or wrong answer or where an unreasonable exercise of academic judgement has occurred. They will not remark your paper; they will only act to correct any errors identified in the original marking.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, so there is no change to your grade
- Your original mark is raised, so your final grade may be higher than the original grade you received
- Your original mark is lowered, so your final grade may be lower than the original grade you received

To proceed with the review or appeal, you **must** sign the form below. This tells the head of your school that you have understood what the outcome might be, and that you give your consent to the review or appeal being made.

Deadlines

- 24th September – deadline for all reviews of marking requests
- 30th October – deadline for access to scripts requests

Please note that these are the final deadlines, set by exam boards. Requests should be submitted ahead of these dates where possible.

Fees

The exam boards charge fees for the review of results services. Payment must be made to school before the review will be made to the exam board. Payment can either be made by cheque, in cash or by card (this is only available when a member of the finance team is in school). The table below gives the fees charged for each service for each exam board. The fee listed is per paper, unit, component or module. Exam boards do not charge where the overall grade for a qualification changes; we will refund you if this is the case.

Exam Board	Copy of Script	Clerical re-check	Review of marking
AQA	Free	£9.70	£44.85
OCR		£12.00	£67.75
Pearson Edexcel		£14.00	£50.00
WJEC/Eduqas		£11.00	£45.00



SETTLE COLLEGE

Be the best you can be.

Candidate consent form

Centre name: Settle College

Centre Number: 48261

Candidate Name: **Candidate Number:**

Details of review (please include Awarding Body, Qualification Level, Subject Title, Paper Number/Unit and the service you are requesting):

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Total fee to pay:

By signing here, I give my consent to the head of my school to submit a clerical re-check or a review of marking of the examination(s) listed above. 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.

Signed: **Date:**