



Review of Results Procedure

Candidates who wish to query any of their results **MUST** see their teacher of the subject in question or a representative of the subject department as soon as possible. The teachers will have access to more detailed information regarding specific marks and grade boundaries, and will be able to advise candidates on the suitability of having exam papers reviewed by the awarding body. If the candidate cannot speak to their teacher or a representative from the subject department, he/she **MUST** see a member of the Senior Leadership Team or the Examinations Officer who will make a note of the query. The Examinations Officer will inform the candidate as soon as possible as to the proximity of grade boundaries.

Procedure

- The Candidate must complete and sign the Review of Results Request form. Candidates must be aware that the overall grade for a subject can go down as well as up following a review of marking.
- Return the completed form to the Exams Officer with payment (see below for costs) no later than **Friday 16 September 2022**. Cheques must be made payable to **Holy Cross Catholic High School**.
- The Exams Officer will process any completed forms and payments received by the above deadline.
- The outcome of the enquiry will be reported to the candidate as soon as it is received from the examination board.
- If the overall grade changes, the examination board will refund the cost of the enquiry and this will be forwarded on to the candidate.
- Only reviews of marking for externally assessed examinations/externally assessed controlled assessments for the current series of examinations can be requested.

The costs for the Post Results Services available are as follows:

BOARD	CLERICAL RE-CHECK	REVIEW OF MARKING	RETURN OF SCRIPT
AQA	£8.25	£38.35	FREE
EDEXCEL	£11.90	£42.40	FREE
OCR	£19.50	£54.25	£13.25
WJEC/EDUQAS	£11.00	£37.50	£11.00

Clerical Check

A check of all clerical procedures which leads to the issuing of a result. This includes making sure:

- all parts of the exam paper have been marked.
- marks have been recorded/added up correctly.
- special consideration has been applied (where appropriate).
- the grade boundaries have been applied accurately.
- if you would like your script to be returned, you must add on the return of script fee.

Review of Marking

A check that the examiners have marked externally assessed components correctly. This includes:

- a clerical check (as above).
- a review of marking of units/components by a senior examiner.

This service isn't available for internally assessed/externally moderated coursework components. The fee applies per unit/paper. **Candidates' marks or grades can go up, down or stay the same.**

Access to Scripts

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components.

Priority Services

The deadlines for priority services are much shorter and the fees higher – these services are usually only considered if a college place is at stake.