



POST RESULTS INFORMATION

If you are not happy with your results and you thinking there may be an error, you can choose from several options.

- **Photocopies of scripts** (A Level – All Exam Boards, GCSE – EDEXCEL ONLY) – these may be requested personally by the student at the Examinations Office within a week of the results being issued. Dates and costs will be published prior to of the issue of results, on the Examinations Section of the School Website, and on notice boards outside the Exams Office (D8). They will enable you and your teachers to have a look at your answers and decide whether it is worth considering asking for a “Review of Marking” of your script. It is often better to adopt this approach rather than going straight for a Review and possibly waste your money.
- **Priority Review of Marking (Year 13)** – this is only available for a very short time after results day and only to students whose university place is at stake. Students **MUST** apply personally at the Examinations Office to have a Priority Review of exam scripts if you think that it may have been marked incorrectly.
- **Review of Marking** – Students **MUST** apply personally at the Examinations Office to have a Review of your exam script if you think that it may have been marked incorrectly. Please check when the application deadline is.
- **Original Scripts** – Students may apply personally at the Examinations Office for the return of your original scripts to use them as a reference for future exams. If you ask for the original script, you cannot then ask for a Review of Marking. Original scripts will be sent to the School in October/November from the summer exams. Dates for requests and costs will be published in advance of the issue of results as above.

You cannot have coursework reviewed, which has been internally marked (marked by your teachers) and externally moderated (marks checked by an independent external examiner). If your Head of Subject believes that coursework which has had the marks lowered by the moderator, has been incorrectly lowered, (s)he can ask for a re-moderation.

Dates for requests and costs will be published in advance of the issue of results.

Application forms for photocopies of scripts, original scripts and a review of marking, which must be signed and dated by Students, can be downloaded from the Examinations Section of the School Website or on Moodle. In the case of a review of marking, you must sign a declaration acknowledging that marks may go down as well as up. All applications for these services must be paid for once the form is submitted to the Examinations Office. After the form has been handed in to the Exams Office, the fee will be added to Parent pay. It is up to the students and Parents to make sure that the fee is paid for well in advance of the deadline.

Please Note: Remember that some of the above services are only available for one week after results day and you could miss out if not at home. Just in case you need them, consider arranging for someone else to obtain the services for you – sign the forms and arrange payment in advance.

The Examination Boards are very strict with their deadlines and if a deadline is not met, then the School cannot make an application on your behalf.