

# Gartree High School

Ridgeway, Oadby, Leicester, LE2 5TQ



## Results Day – Information for Candidates

If you have any queries regarding your examination results you must first discuss this with your subject teacher or Head of Department. They will advise you regarding next steps as detailed below. Please be aware that all queries to exam boards **must** go through the school.

### Access to Scripts – deadline 3<sup>rd</sup> September 2024

This is the recommended starting point for most queries. A copy of your paper will be sent to the school, which you can then go through with your teacher to determine whether any Review of Results is needed.

### Review of Results – deadline 24<sup>th</sup> September 2024

There are two options to consider:

#### Service 1 - 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:

- that all parts of the script have been marked;
- the totaling of marks;
- the recording of marks.

#### 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. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

With both of these options there are three possible outcomes:

- Your original mark is **lowered**, so your final grade may be lower than the original grade you received.
- 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

The fees for each of these services are shown overleaf please note fees are for individual exam papers (not subjects)

In order to proceed with any of the above, you must complete the attached form, **it must be signed by the candidate** and the payment must be enclosed.

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## Enquiries about Results

More detailed information can be found on the Awarding Bodies' websites.

## Fees

Service	Description	Awarding Body	Fee (for each individual paper)
Access to Script	Copy of exam paper	AQA	£10
		OCR	£10
		Pearson Edexcel	£10
		WJEC Eduqas	£10
Service 1	Clerical re-check	AQA	£10*
		OCR	£11*
		Pearson Edexcel	£14*
		WJEC Eduqas	£12*
Service 2	Review of marking	AQA	£45*
		OCR	£62*
		Pearson Edexcel	£53*
		WJEC Eduqas	£42*

*\*In most cases the fee will be refunded if the overall grade is amended following this enquiry.*

## Certificates

The school should receive the certificates in mid-November, you will be contacted when they are available to collect. Please ensure that the school is informed of any changes to contact details.

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## Candidate Consent Form

<b>Centre Number</b>	25281	<b>Centre Name</b>	Gartree High School
<b>Candidate Number</b>		<b>Candidate Name</b>	
<b>Candidate email and contact number</b>			

Awarding body (exam board)	Subject	Paper / Unit code (specify paper 1, 2 or 3 if applicable)	Service Required (please tick one for each enquiry)			Fee
			Access to Script	Service 1	Service 2	
<b>Total:</b>						

I give my consent to the head of my school to make an enquiry about the result of my 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.

**I enclose the correct payment.**

*Bank transfers, please use reference EXAMS followed by candidate name*

*Account Number: 47559968*

*Sort Code: 30-94-97*

*Account Name: Gartree High School*

Signed .....  
(by the candidate)

Date .....

Please return to school for the attention of Karen Mankoo (Exams Officer).