

RETAIN:



POST RESULT SERVICES APPLICATION

FULL NAME _____

EXAM NUMBER _____

SERVICE REQUESTED [*please tick*] [Guidance information is overleaf]

ENQUIRY ABOUT RESULTS [EAR]

- Service 1: Clerical Recheck **OR**
- Service 2: Review of marking

ACCESS TO SCRIPTS (ATS)

- To support review of marking **OR**
- To support teaching and learning

Information on deadlines and fees is on the reverse of this document

DETAILS TO BE COMPLETED IN FULL

AWARDING BODY: _____ **SERIES:** Summer 2018

SUBJECT: _____ **SUBJECT CODE:** _____

UNIT CODE(S): _____ **UNIT TITLE(S):** _____

BY SIGNING AND DATING THIS FORM I CONFIRM THAT I WISH TO REQUEST THE SERVICE(S) INDICATED ABOVE:

In relation to EARs, I give my consent to Scalby School to make an enquiry about the result of the examination/s listed above, and agree to pay any fees that may be incurred. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.

In relation to ATS, I consent to my scripts being accessed by Scalby School.
Tick ONE of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know it is mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signature [Candidate]: _____ **Date:** _____

Signature [HOD]: _____ Date: _____

If non-Department school budget is to be charged—please obtain Head Teacher signature here and specify where payment will be sourced from.

Signature[#] [HT]: _____ Payment source: _____

Accepted by:	Date:	Fee:
Request entered by:	Date:	AB Ref No:
EAR received:		ATS received:

ORIGINAL Grade =	UMS =	Equiv =	PRS Grade =	UMS =	Equiv =
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Please turn over for deadlines and fees information

Please read this leaflet carefully, taking particular note of DEADLINES and FEES; late applications will not be accepted

In order to proceed with any post-results service request, you must fully complete and sign the other side of this form. This confirms that you have understood what the outcome might be, and that you give your consent for the service(s) requested. You must also obtain the relevant Head of Department signature for each subject request. The completed form(s) and payment(s) should be with the Exams Manager by the appropriate deadline for processing.

- FORMS WILL NOT BE ACCEPTED AFTER THE DEADLINE
- PAYMENT OF THE TOTAL AMOUNT MUST BE MADE BY CHEQUE (payable to Scalby Learning Trust) AT THE TIME OF SUBMISSION
- FORMS WILL NOT BE ACCEPTED WITHOUT PAYMENT (except in the case of school requests)

ENQUIRIES ABOUT RESULTS (EAR)

Service 1: Clerical re-check

This is a re-check of all clerical procedures, leading to the issue of a result. This service does NOT re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc.). Marks may go up, down or stay the same.

If required, a copy of the re-checked script/s may be requested along with a review of marking. This must be requested at the time of submitting the application.

Fees per script (with no photocopy):

AQA £8.05 **OCR £16.90** **Pearson £11.10** **WJEC £11.00**

Fees per script for a photocopy: [additional cheque to the value stated is required for the copy in addition to that above]

AQA £14.35 **OCR £11.75** **Pearson £12.20** **WJEC £11.00**

Application with consent and payment must be made to Examinations Manager no later than 9am on Wednesday 12 Sept '18.

Service 2: Post-results review of marking

This is a 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. Marks may go up, down or stay the same. If required, a copy of the reviewed script/s [or report for non-paper tests] may be requested along with a review of marking. This must be requested at the time of submitting the application.

Fees per script (with no photocopy):

AQA £37.55 **OCR £47.00** **Pearson £39.50** **WJEC £36.00**

Fees per script for a photocopy: [additional cheque to the value stated is required for the copy in addition to that above]

AQA £14.35 **OCR £11.75** **Pearson £12.20** **WJEC £11.00**

Application with consent and payment must be made to Examinations Manager no later than 9am on Wednesday 12 Sept '18.

ACCESS TO SCRIPTS (ATS)

When requesting ORIGINAL scripts to *support reviews of marking*

Fees per script:

AQA £14.35 **OCR £11.75** **Edexcel FREE** **WJEC £11.00**

Application with consent and payment must be made to Examinations Manager **no later than 9am on Friday 24 August '18**

When requesting ORIGINAL scripts to *support teaching and learning*

Fees per script:

AQA £11.30 **OCR £11.35** **Edexcel FREE** **WJEC £11.00**

Application with consent and payment must be made to Examinations Manager no later than 9am on Wednesday 19 Sept '18.