

Information for Candidates – Post Results Information

If you are unhappy with your results, and would like to have a review of marking or a clerical re-check of your exam paper, please discuss this with your subject teacher and obtain a request form from reception or email exams@stover.co.uk. Please see below for more information and costs of the Post Results services.

There are various options available:

1. A Clerical re-check makes sure that the marker has not left a bit out or added up marks incorrectly.
2. A Review of Marking allows a senior examiner to check that marking procedures have been followed correctly and reasonably.
3. A Review of Marking Priority Service is available for A Level papers upon which access to a university place rests.
4. Access to Script means that you can ask for a copy of your marked script, either to see whether a Review of Marking is worthwhile, or simply for general interest. Most exam boards allow you to have a free copy of the paper if you have asked for a Clerical Re-check or a Review of Marking.

Service 1: Clerical re-check

This is a re-check of all clerical procedures which lead to the issue of a result. It includes the following checks:

- all parts of the script have been marked
- the totalling of marks
- the recording of marks

(Please note that your grade can go down as well as up, or stay the same).

The boards aim to complete the enquiry within 10 calendar days of acknowledging the request.

Clerical Re-check: costs

	GCSE	A Level	
Exam Board	Clerical re-check Cost per unit	Clerical re-check Cost per unit	Copy of the checked paper
AQA	£9.70	£9.70	Free
Pearson (Edexcel)	£14.00	£14.00	£15.00
OCR	£12.00	£12.00	Free
WJEC	£11.00	£11.00	Free

Service 2: Review of marking (externally assessed components only)

This service will include:

- the clerical re-checks as detailed above
- the review of marking of units/components by a senior examiner to identify genuine marking errors or unreasonable marking, it is not a remark of the script.

(Please note that your grade can go down as well as up, or stay the same).

The boards aim to complete the enquiry within 20 calendar days of acknowledging the request.

Priority Service 2: Review of marking (GCE A-level only)

This service is available for pupils whose place at university or any other higher education institute depends upon it. The same checks are carried out as above but the exam boards aim to complete the enquiry within 15 calendar days of acknowledging the request.

Review of Marking: costs

Exam Board	GCSE	A Level		Copy of the checked paper
	Review of marking Cost per unit	Review of marking Cost per unit	(Priority Service 2) Cost per unit	
AQA	£44.85	£51.95	£61.70	Free
Pearson (Edexcel)	£50.00	£57.00	£68.00	£15.00
OCR	£67.75	£67.75	£83.50	Free
WJEC	£45.00	£51.00	£60.00	Free

NB For Pearson/Edexcel exams, there will be a charge of £14.50, should you wish to see a copy of your 'checked paper' following a clerical check or a review of marking.

Access to scripts

You may wish to see an electronic copy of your marked script before deciding whether to have a review of marking or a clerical re-check. Alternatively, you may want to have your exam script returned for general interest or to inform learning.

The Access to Scripts service is free for all Exam Boards.

Billing and How to Request Post Results Services

Clerical Re-check and Review of Marking requests will be invoiced, as there will be no charge if the grade changes.

Requests must be made on relevant forms and signed by the candidate, emails from candidates are acceptable.

Please note you cannot request a review of marking for internally assessed units (coursework/ controlled assessments) which have been moderated. For guidance, please contact the Exams Officer.

Deadlines

19 th August	Requests for Priority Service 2 review of marking (GCE A-level only)
16 th September	Request for copies of scripts to support review of marking (All qualifications)
18 th September	Requests for review of marking and clerical re-checks (All qualifications)
23 rd October	Request for copies of scripts to support teaching and learning (All qualifications)

If you have any queries please contact Mrs Cleaton by emailing exams@stover.co.uk.