

AS/A2 Post-Results 2018 STUDENT SCRIPT REQUEST

FINAL DEADLINE for requests Tuesday 18 September 2018

STUDENT MUST COMPLETE A CONSENT FORM BEFORE ANY REQUEST TO ACCESS
EXAM SCRIPTS WILL BE SUBMITTED

Student Name _____

Tutor Group _____

Candidate No. _____

Student Contact No. _____

Board	Subject/Title	Unit Code (s)	Fee £

Prices are available from the Exams Office or see Belper School website

Please make cheques payable to Belper School

For Exams Office use only

Candidate Consent Attached Yes/No

Payment made Cash/Cheque £ _____ Name on Cheque _____

Date requested _____

Outcome _____

Appendix B



AQA City & Guilds CCEA OCR Pearson WJEC

ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

If any of my scripts are used in the classroom I do not wish anyone to know they are 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.

Signed: Date:

This form should be retained on the centre's files for at least six months.

POST RESULTS SERVICE 2018



What should I do if I am not satisfied with my results?

If a student wishes to query a result, they must do so as a matter of urgency. Awarding Bodies set very strict deadlines for any enquiries. The following services are available to students once they have received their results (together with costs and deadlines). These must go through the school and cannot be done by an individual.

- Priority Remark – this is the same as a remark but will be returned to the centre as a priority. Please note the deadline for this service.
- Remark – this is a clerical check and full remarking of the exam script by a Senior Examiner.
- Original Script – this is the return of either the original or a scanned copy of your script. Please note the original script will take longer to receive

Access to scripts (ATS): access to marked examination scripts

Review of result (RoR)

Post-results service	Exam Office Deadline	AQA fees (per unit)	OCR fees (per unit)	Pearson fees (per unit)	WJEC fees (per unit)
Service 2: Review of marking	18 September	GCE £43.45	GCE £47.00	GCE £45.85	GCE £36.00
		GCSE £37.55	GCSE £47.00	GCSE £39.50	GCSE £40.00
Priority Service 2: Review of marking	22 August	GCE £51.75 With script £66.10	GCE £58.00 With script £69.75	GCE £54.65 With script £54.65	GCE £48.00 With script £59.00
Service 3: Review of moderation ¹	18 September	Not available to individual candidates			
ATS: Copy of script to support review of marking ²	24 September	GCE £11.30	GCE £11.75	GCE no charge	GCE £11.00
	24 September	GCSE £11.30	GCSE £11.75	GCSE no charge	GCSE £11.00
ATS: Original copy of script to support teaching and learning	24 September	GCE £11.30	GCE £11.35	GCE no charge	GCE £11.00 electronic copy
		GCSE £11.30	GCSE £11.35	GCSE no charge	GCSE £11.00 electronic copy
ATS: Copy of script Post-RoRs ³	24 September	GCE £11.30	GCE £11.35	GCE £12.20	GCE £11.00
		GCSE £11.30	GCSE £11.35	GCSE £12.20	GCSE £11.00

Points to note:

Certain subjects may attract different fees

¹ This service is to request a copy of script to support an Enquiry about Result; this service is not available if an Enquiry about Result priority service 2 has been requested. Only available if necessary as part of an application for UCAS, Apprentice or Employment which is dependent upon the result.

² Where a copy of a reviewed script is requested, this should be applied for at the same time as the Enquiry about Result request to meet the relevant Enquiry about Result deadline.

³ If you request an original script please be aware that there can be no appeal for a re-mark upon receipt of original script.

Important Notes:

1. For any queries regarding Examination Remarks or Access to Scripts please contact the school's Examinations Officer - Tel: 01773 825281 ext 281 or via email jes@belperschool.co.uk
2. The Examinations Officer will be available from 9.00 am until 2.00 pm on the day of the GCE results and again on the GCSE results day. After this day the Examinations Officer will be available at the start of the school term in September. Copies of the relevant forms are available at:
<http://www.belperschool.co.uk/information/examinations/>
3. Unless the requirement is for either of the Priority Services, we would advise all students to wait until they have had the opportunity to discuss the results of examinations with the subject teacher in September.
4. If you wish to have any of the services above you must pay for it yourself, unless as happens on occasion a Department wants to have a number of scripts to be remarked or requests a copy of the script. If this is the case they will seek your permission beforehand.
5. If the student is to query the result then appropriate payment, in the form of a cheque made payable to 'Belper School', or cash must be provided to the Examinations Officer, before the enquiry can be submitted. If the results in the original overall certification grade remain unchanged or lowered then the charge will apply. If the original grade is amended and the grade raised then there will be no charge and the fee will be returned to the student in due course.
6. It is important to realise that marks and **grades are not always raised** as a result of a remark; they can be **confirmed** or even **lowered**.
7. If you request a photocopied script(s), you may apply for a re-mark. Please be aware of the deadlines as detailed over as the turnaround is short.
8. If you wish to, you may have your **original script (s)** returned from the awarding bodies with deadlines and costs detailed above. Please note that **there can be no appeal for a re-mark upon receipt of original scripts** and may take up to mid-November to return.

Re-sits:

It is usually possible for you to re-sit GCE units. However, as with the non-priority services above we would advise all students to discuss with their subject teachers their grades and module boundaries in September before making any firm decision about re-sits. Re-sit forms are available from either Sixth Form Office or the Exams Office. All re-sit fees must be paid with application forms by the published deadlines (usually the first week of February). Re-sit applications received after this date will be charged at the penalty rate as listed by the examination board at the time of application and can be almost triple the original cost. GCSE re-sits are available in Maths and English in November - requests need to be made initially by informing the relevant Head of Faculty of your intentions at the start of the year who will discuss the options available to you. If you have left school and wish to re-sit please get in touch with the Exams Office in September.

Receipt of Certificates:

- Certificates arrive in school during the Autumn Term and will be given out to Year 12 students throughout the year. Year 13 students and former Year 11 students will be notified of their arrival to us and these will be made available for collection from the Main School Office - Visitor Reception and will need to be signed for and you must bring I.D with you.
- Remember – your certificates are extremely important documents and must be kept safe. Replacement certificates/certified copies of results must be obtained directly from the Awarding Bodies and are expensive. The School is only legally obliged to keep any unclaimed certificates for a period of one year from the date of receipt so please ensure you claim your certificates.