



## **POST RESULT SERVICES**

If your results are not what you hoped to achieve you have a number of services available to you. You need to decide which post-results service you want. The services available are:

### **1. CLERICAL 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
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Candidate consent is required. The deadline completion is within 10 calendar days of the awarding body receiving the request. The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

### **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. **This is not a re-marking of the candidate's script.** The priority review of marking consists of:

- A clerical re-check as above
- Review of marking ensuring that the mark scheme has been applied correctly

**The candidates consent is required because marks can go up or down.**

Deadline for completion by the exam board is 20 calendar days.

### **3. REVIEW OF MODERATION (This service is **not** available to individual candidates)**

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. **It is not a re-moderation of candidates' work**

### **4. PRIORITY COPY OF SCRIPT TO SUPPORT A REVIEW OF MARKING**

This is a priority service that ensures **copy** scripts are returned to the Centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for. Request a **copy** script and not the original.

**The candidates consent is required.**

### **5. COPY OF SCRIPT TO SUPPORT TEACHING AND LEARNING**

This is a non-priority service enabling Centre's to request copies of scripts to support teaching and learning.

- Awarding bodies will provide candidates with either the original hard copy script or an electronic image of the script.

**The candidates' consent is required if you wish to request a script.**

**When you receive your result slip, please check that your personal details are correct as these details will appear on your certificates. If any details need to be changed, please let the exams office know by 15 September. If any personal details need to be changed once you have received your certificates, you will be charged £50 per exam board if any changes need to be made.**

**If you want to request one of these services please complete appendix A or appendix B and return it to the exams office with the appropriate fee. Fees need to be paid electronically to Fitzharrys School. Sort Code 30 67 53. Account number 30069160.**

**If you need to contact me urgently, you can email me at [ihale@fitzharrys.school](mailto:ihale@fitzharrys.school)**

**Summer 2023**