



# AVANTI HOUSE

## SECONDARY SCHOOL

### Post Results Service

There are a number of services provided by the awarding bodies following your results in August.

#### Review of Results

##### Clerical Re-check (Service 1)

This service is a re-check of all clerical procedures leading to the issue of a result. This service does not review, but simply checks all aspects of administration relating to the script.

This service will include:

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

If requested a photocopy of the re-checked script(s) for those components is available for an additional fee.

##### Review of Marking (Service 2)

###### Priority Review

For a Priority review service the application must be made within 7 days of results. This service should only be used when a University place depends on the results in question. You must not have requested a photocopy of your script if you wish to use this service.

This service is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. **The marking of your question paper will be reviewed by a senior examiner.** Once the marking of your paper has been reviewed, a clerical check will also take place.

There are 3 outcomes to this service:

- The original mark is lowered, so your final grade may be lower than the original grade you received.
- The original mark is confirmed as correct, and there is no change to the grade you received.
- The original mark is raised, so your final grade may be higher than the original grade you received. If the overall GCE/GCSE grade is upgraded, fees will be refunded. Refunds will be issued once the School has been invoiced which could be a number of months after the enquiry is complete.

## Review of marking

This service offers the same outcomes as a Priority review but it is not an express service. This service may be used by GCE candidates and GCSE candidates.

This service offers a review of the original marking of units/components by a senior examiner and a clerical re-check. If requested a photocopy of the reviewed script(s) for those components is available for an additional fee.

Before deciding to request a review of marking you should speak to your teacher. They may have additional information on how you performed during your assessment and be able to provide you with guidance.

The majority of review of marking requests do not result in a change to a grade, simply because the review of marking has shown that the original grade was accurate. However, it is possible that **your grade could go up, go down or stay the same.**

## Access to Scripts

### Copy of Script (Photocopy) – to support reviews of marking

You can request a copy of your script to see where you went wrong or if you are considering a review. The photocopy of the script will be sent to the Examinations office and we will contact you when this becomes available for you to collect. This service should not be used if you intending on obtaining a Priority review.

### Copies of scripts - to support teaching and learning

You may request the return of your script, but this is a much slower service. You may find this service helpful if you are considering re-sitting the examination. If you request for the original script to be returned, its security is compromised and therefore a re-mark will no longer be available.

If you have any requests regarding reviews of results and access to scripts, clerical checks, reviews of moderation please contact the examinations officer. A form will be enclosed with your results which you will need to complete and return to the Examinations office before the deadline stated on the form with payment.

You must provide a written consent for clerical checks, reviews of results, reviews of moderation and access to scripts services.

You must bear in mind that with these services your marks and subject grades may be lowered as an outcome.