



Please tick a box to indicate whether or not a service is required. Fees are shown overleaf.  
A fee is payable for each unit, some exams have more than one unit. Please write the fee in the box provided (under your tick). Fees are shown overleaf.  
If a review results in grades being changed there is no charge made.  
**IMPORTANT: MARKS AND GRADES CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK OR GRADE**

Pupil Name: .....

Deadlines:  
Decisions for Review of Marking 05.09.2024  
Issued by 14.09.2024  
For Teaching Purposes 26.09.2024  
Issued by 03.11.2024

Deadline 26.09.2024  
Outcome issued within 10 calendar days of application

Deadline 26.09.2024  
Outcome issued within 20 calendar days of application

Subject	Exam Code	Unit No.	Exam Board	Access to Scripts (ATS)	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
				Please tick a box to indicate if the service is required and write the cost in the box underneath					
				<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>
				<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>
				<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>	<div><input type="checkbox"/></div> <div>£</div>

I hereby authorise the above enquiry about my child's examination results and agree to pay any costs incurred.

Total for services requested

£

Signature of parent / guardian .....

Date .....

I give my consent to the head of my school to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Parents: The amount should be for the cost of the services you require. If the outcome involves a grade change (up or down) there will be no fee payable and the fees will be returned to you. Requests for an enquiry will not be actioned unless fees have been paid in advance and the application form has been completed and signed by a parent AND the student.

Please return this completed form to Mr Young, Examinations Officer and make your payment no later than the deadline shown for the service. Requests / payments made after the deadline can not be actioned. Please record the date you paid for the services below.

Payment for the services has been made on (date) .....

Signature of student .....

Date .....



Fees are per candidate per exam unit. Some exams can have more than one unit.  
A fee is payable for each unit, some exams have more than one unit. The fees for each unit are shown below.  
If a review results in grades being changed there is no charge made.

**IMPORTANT: MARKS AND GRADES CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK OR GRADE**

	Deadlines: Decisions for Review of Marking 05.09.2024 Issued by 14.09.2024 For Teaching Purposes 26.09.2024 Issued by 03.11.2024		Deadline 26.09.2024 Outcome issued within 10 calendar days of application		Deadline 26.09.2024 Outcome issued within 20 calendar days of application	
	Access to Scripts (ATSC or ATSO)	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
AQA	£5.00	£0.00	£9.05	£9.05	£42.00	£42.00
Edexcel (Pearson)	£5.00	£0.00	£13.10	£13.10	£46.70	£46.70
OCR	£5.00	£0.00	£10.75	£10.75	£61.50	£61.50
WJEC	£5.00	£0.00	£11.00	£11.00	£40.00	£40.00

What are the services?

Access to Scripts (ATSC)	Access to a copy script prior to review of marking or to support teaching and learning
Return of Original Script Post Results (ATSO)	Allows you to request the original script after / with a post-result service amendment.
Clerical Check of Marks (Service 1)	A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script has been marked; totalling of marks; recording of marks.
Clerical Check with Copy of Checked Script (Service 1)	As previously described plus a copy of the script
Review (Service 2)	A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. <b>IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.</b>
Review with Copy of Post Results Amended Script (Service 2)	As previously described plus a copy of the reviewed script.