GCE/A LEVEL POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM- 2024

To request a Review of Results (**RoR**) service and/or an Access to Scripts (**ATS**) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. A summary of the services available are referenced overleaf. **NB: Each request is per paper not per subject**

| Candidate number |  | Candidate name |  | Candidate email |  | |
| --- | --- | --- | --- | --- | --- | --- |
| Awarding Body | Qualification level and Subject title | | | **Paper code** | SRN | Fee |
|  |  | | |  |  | £ |
|  |  | | |  |  | £ |
|  |  | | |  |  | £ |

|  |  |
| --- | --- |
| RoR Candidate consent  By signing here, I am giving my consent to the head of my school or college 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.  Signature: ………………………................…... Date: ………… | **ATS Candidate consent**  By signing here, 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   Signature: ………………………....................…... Date: ………… |
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Consent statements above and details of the RoR services below taken from JCQ’s [Post-Results Services](http://www.jcq.org.uk/exams-office/post-results-services) (section 4, appendices A and B)

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| --- | --- | --- |
| **SRN** | Post-results service | Details of the service |
| R1 | **RoR Service 1**: Clerical re-check | This service will include the following checks: |
| • that all parts of the script have been marked |
| • the totalling of marks |
| • the recording of marks |
| Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests). |
| R2 | **RoR Service 2**: Review of marking | This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly...Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking… This service will include: |
| • the clerical re-checks detailed in Service 1 |
| R2a | **RoR Service 2a:** Review of marking with copy of reviewed script | • a review of marking as described above |
| R2P | **RoR Priority Service 2**:Review of marking | This is the same as Service 2 above but the review is conducted as a priority by the awarding body. This service is **only** available for **GCE A-level qualifications** |
|
| A1 | **ATS**: Copy of script to support **review of marking** | This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for |
| A2 | **ATS**: Copy of script to support **teaching and learning** | **This is a non-priority service to request copies of scripts to support teaching and learning after review has been completed** |

GCE/A LEVEL POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES:

Summer 2024

All Reviews of Marking should first be discussed with the relevant Head of Department and /or Subject Tutor who will advise on the viability of such a request.

The post-results services available are:

* **Reviews of Results** (RoRs):Clerical re-check; Review of Marking;
* **Access to scripts** (ATS):Access to marked examination scripts

1. Please return your completed form in to the Exams Office (located in Reception) before the relevant deadline below or via email - [PostResultsServices@wbs.school](mailto:PostResultsServices@wbs.school) **Please do not send to any other email account as** **enquiry will not be received.**
2. Payment – via ParentPay(Exam Resit/Post Results) No request will be actioned unless payment has been made.

**NB: Each request is per paper NOT per subject**

POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES TEMPLATE

Delete this text box when the information contained below is understood

**This template supports the GCE and GCSE Summer 2023 exam series**

**09/06/2023**

Link to AQA fees and charges updated (as the fees for Post-Results Services are now included in the AQA **Summer entry fees and other charges** document)

This template is provided as a good practice example **only** and is designed to support EOs in summarising the services available, the deadlines for application and the fees charged by the individual awarding bodies for GCE and GCSE. The template should be customised and edited accordingly to reflect the awarding bodies and qualifications delivered in an individual centre. (Also see as example [POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM TEMPLATE](https://www.theexamsoffice.org/key-documents/results-post-results/))

If relevant to the qualifications delivered in your centre, you may choose to customise this template to make it useful for dealing with post-results services for other qualifications using post-results services guidance provided by individual awarding bodies.

**How to use this template**

* Click on the link in the table column header to directly access post-results services fee information provided by the awarding body; determine the fees charged by the awarding body
* Insert the fees/charges in the spaces provided (or insert the agreed composite centre fee)
* (Remove the ‘Click here’ links in the column headers) Provide this information to candidates and centre staff when appropriate/when required

**Important points to note**

* The deadlines provided in this template are taken from section 2 of the JCQ [Post-Results Services](https://www.jcq.org.uk/exams-office/post-results-services/) publication
* The deadlines shown are the **external** dates that must be met when submitting RoRs and ATS requests **online** via JCQ member awarding bodies secure extranet sites. You **must** check that these deadlines are correct with awarding body key dates information
* **Before** publishing your customised version of this document in your centre, you are advised to **change** the external deadlines provided to show your centre’s **internal** deadlines
* **ATS** - For GCE and GCSE (and other qualifications dependent on the awarding body) fees do not appear to be charged for requesting/accessing copies of marked scripts (although a fee may be charged for requesting a post-review of marking copy of script)

**Customise** this good practice template for use in your centre by:

* deleting information that is not relevant
* amending/adding information that may not be included here that is relevant

**A SELECTION OF REFERENCE INFORMATION RELATING TO ACCESS TO SCRIPTS TAKEN FROM AWARDING BODY WEBSITES:**

([**AQA**](https://www.aqa.org.uk/exams-administration/after-results/post-results)**)** [Priority copy of marked paper (access to scripts)](https://www.aqa.org.uk/exams-administration/after-results/post-results/copy-of-marked-paper)and [Original marked paper (access to scripts)](https://www.aqa.org.uk/exams-administration/after-results/post-results/original-marked-paper-or-recording). There is no fee for this service. To request a copy of a marked paper, log in to [Centre Services](https://onlineservices.aqa.org.uk) and select ‘Post-exams’ and ‘Post-results services’

([**OCR**](https://www.ocr.org.uk/administration/fees/)**)** Copies of scripts are available to download from our free on-demand service: [Access to Scripts](https://www.ocr.org.uk/administration/support-and-tools/access-to-scripts/) available via our single sign-on service, [My Cambridge](https://www.ocr.org.uk/administration/support-and-tools/my-cambridge/index.aspx)  
Please note that our post-review of marking copy scripts service is a paid-for service, available via our secure website, Interchange.

([**Pearson**](https://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services/post-results-fees-august-2022.html)) The Access to Script self-service portal will be available for you to access your candidates’ scripts free of charge for all scripts that have been marked electronically. It is designed to be a self-service portal where you can access, view and download your candidates’ scripts in PDF format free of charge. This portal is accessible via [Edexcel Online](https://www.edexcelonline.com/Account/Login.aspx). All ATS requests other than the post-review of marking photocopy script request will be free of charge

([**WJEC**](https://www.wjec.co.uk/home/administration/results-grade-boundaries-and-prs/#tab_1) / [**Eduqas**](https://www.eduqas.co.uk/home/administration/results-grade-boundaries-and-prs/#tab_1)) If you wish to submit an application for a review or apply for access to scripts, centres can do this online via [WJEC's secure website](https://www.wjecservices.co.uk/login.asp). Access to an electronic script is free. There is a fee for electronic script to be returned with review outcome.

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| --- | --- | --- | --- | --- |
| Post-results service | Deadline  (Final date for requesting) | AQA fees and charges | OCR fees and charges | Pearson fees and charges |
| **RoR Service 1:**  Clerical re-check | 25th September 2024  1:30 pm | £ 10.05 | £ 11.75 | £ 13.50 |
| **RoR** Service 2  Review of marking | 25th September 2024  1:30 pm | £49.65 | £ 62.50 | £ 52.70 |
| **RoR Service 2a:** Review of marking with copy of reviewed script | 25th September 2024  1:30 pm | £49.65 | £ 78.25 | £ 69.80 |
| RoR **Priority Service 2P:**  Review of marking | **22nd August 2024** | £ 58.85 | £76.75 | £65.70 |
| RoR **Priority Service 2aP:** Review of marking with copy of reviewed script | **22nd August 2024** | £ 58.85 | £92.50 | £80.20 |
| **ATS** Copy of script[[1]](#footnote-1) to support **a Review of Marking** | 19th September 2024  1:30 pm | Free | Free | Free |
| **ATS** Copy of Script to support **teaching and learning (**per paper/unit)  *Script will be received between 29th September and 3rd November* | 25th September 2024  1:30 pm | Free | Free | Free |

1. Where a copy of a post-review of marking script is required, this should normally be applied for at the same time as the review of marking request to meet the relevant non-priority RoR service deadline [↑](#footnote-ref-1)