

POST RESULTS SERVICES FOLLOWING PUBLIC EXAMINATIONS SUMMER 2019

The Exam Boards offer a Post Results Service which allows enquiries about results (EARs) and access to some examination scripts. If on receiving their results the candidate is particularly unhappy with the Grade, it may be worth pursuing a result enquiry.

All enquiries about results should be discussed with the relevant Head of Department before an application is made. The candidate should also be aware that an enquiry may result in grades being raised or lowered.

Payment

- You have to pay for each exam paper/component/unit separately.
- All payments (except for leavers) will be added to your school bill.
- Leavers must pay by cash/cheque/BACS **before** we can process your application(s).
- Please make cheques payable to St Helen and St Katharine. Cheques will be processed on receipt of the invoice, usually before the end of the Michaelmas term.
- BACS payments can be made as follows: Natwest Bank. Sort Code: 60-01-01 Acc. No.: 61596124. Please include your daughter's name and the term 'EAR payment' in the payment reference. Please send an email to the exams office: exams@shsk.org.uk when your payment has been made. Once verified, we will then process your EAR request.

Refunds

- Payment will be refunded/cancelled if the overall grade or unit/component grade changes as a result of a review. This is the case for all boards except Edexcel and CAIE, who only refund/cancel the fee if the overall grade changes.

How to complete the form

- First identify which unit/component you would like to query by speaking to the relevant Head of Department.
- Identify which service you require.
- If it is required, provide payment.
- The **Candidate** must sign the form.

Important information for CAIE Exams (IGCSE English/English Lit., French, German and Spanish)

All CAIE results enquiries (*not access to scripts, which is separate*) within the same syllabus **must be submitted at the same time**. CAIE will not accept additional component enquiries for the same candidate and syllabus at a later date. **All the enquiries made for separate components of the same syllabus must be for the same service**. For example, you cannot request a service 2P for one component and a service 1 for another component if they are components of the same syllabus.

Service Code	Service Name	Description	Deadline (all noon)	Expected Turnaround (guidance only)	Fees	
					AL/AS/Pre-U	(I)GCSE
1	Clerical Check	Check that the marks on the exam script have been totalled and recorded correctly.	17 th Sept	10 days after receipt by Board.	AQA: £16.10 Edexcel: £11.10 OCR: £17.45 CIE: £19.80	AQA: £8.05 Edexcel: £11.10 OCR: £17.45 CIE: £17.25
1C	Clerical Check with copy of <i>reviewed</i> script	Same as above with exam script arriving later.	17 th Sept	10 days after receipt by Board. Script may be longer.	AQA: £30.45 Edexcel: £11.10 – free script OCR: £29.60 CIE: £38.32	AQA: £22.40 Edexcel: £11.10 OCR: £29.60 CIE: £37.74
2	Review of marking	Written scripts are reviewed by Senior Examiner to ensure that the agreed mark scheme has been applied correctly. Includes a clerical check.	17 th Sept	20-30 days after receipt by Board	AQA: £43.45 (£68.70 for MFL Oral Report) Edexcel: £45.85 OCR: £48.50 CIE: £47.93	AQA: £37.55 (£50.35 for MFL Oral Report) Edexcel: £39.50 (£58.40 for 1DR0/02) OCR: £48.50 CIE: £40.23
2C	Review of marking with copy of <i>reviewed</i> script	Same as above with copy of <i>reviewed</i> exam script arriving later.	17 th Sept	20-30 days after receipt by Board. Script may be longer.	AQA: £57.80 Edexcel: £58.05 OCR: £60.65 CIE: £68.88	AQA: £51.90 Edexcel: £51.70 OCR: £60.65 CIE: £60.66
2P	Priority Review of marking	Same as Service 2 but with faster turnaround. Please only use this service if a University/school place depends on it.	21 st August (28 th August for Edexcel (i)GCSE)	15 days after receipt by board	AQA: £51.75 Edexcel: £54.65 OCR: £59.80 CIE: £59.33	AQA: N/A Edexcel: £45.40 (£61.20 for 1DR0/02) OCR: N/A CIE: N/A
2PC	Priority Review of marking with copy of the <i>reviewed</i> script	Same as above with copy of <i>reviewed</i> exam script arriving later.	21 st August (28 th August for Edexcel (i)GCSE)	15 days after receipt by board. Script may be longer.	AQA: £66.10 Edexcel: £66.85 OCR: £71.95 CIE: £75.25	AQA: N/A Edexcel: £57.60 OCR: N/A CIE: N/A

Access to Scripts Services

ATS(P)	Priority Copy of exam script	Copy of exam script sent quickly by board to help you decide whether to go for a review of marking. If a University place is pending, you are advised to go straight to 2P as this service is not compatible due to deadlines.	21 st August (GCSE 30 th August)	By 6 th September	AQA: £14.35 Edexcel: Free OCR: £12.15 CIE: £18.74	AQA: N/A Edexcel: Free OCR: £12.15 CIE: N/A
ATS(O)	Return of Original script for teaching / learning	Non priority copy of original exam script to support teaching/learning. No review of marking is possible after ordering this service.	24 th Sept	By 12th November (after EAR deadline)	AQA: £11.30 (MFL recording - £22.80, mark sheet £4.65) Edexcel: Free OCR: £11.75 CIE: £14.70	AQA: £11.30 (MFL recording - £22.80, mark sheet £4.65) Edexcel: Free OCR: £11.75 CIE: £14.70

Board information

See the attached Board information to inform choice of service/ fees above.

Can I have an EAR for my Coursework, NEA (non-examined assessment), controlled assessment or language Oral?

Awarding Bodies only offer EARs for externally assessed exams. The one exception to this is AQA GCSE MFL Orals. CAIE Orals do not qualify.

Subjects entered at Abingdon

Any enquiries for A Level Drama must be made via Abingdon School.

How do I apply for a service?

To proceed with an enquiry, the attached **CANDIDATE CONSENT FORM** should be completed and submitted to the Exams Office in accordance with the deadlines for the service(s) the candidate requires. Once submitted, the candidate should receive a confirmation email within 48 hrs. If a message is not received within this time, the candidate should contact the Exams Office (exams@shsk.org.uk).

CANDIDATE CONSENT FORM

ENQUIRIES ABOUT RESULTS AND ACCESS TO SCRIPTS

In order to proceed with an enquiry or to obtain a script, you must complete and sign this form, confirming that you give consent to the Examinations Officer to make a results enquiry / obtain scripts for the examination(s) listed below whilst being aware of the following outcomes:

- Your original mark may be confirmed as correct, and there will be no change to your Grade.
- Your original mark may be raised so your final Grade may be higher than the original Grade received.
- Your original mark may be lower so your final Grade may be **lower** than the original Grade received. **redo**

Candidate Name:..... Candidate Number:.....

Please add Unit/Module and tick the appropriate boxes in the corresponding columns:

Unit/Module	Service 1	Service 1C	Service 2	Service 2C	Service 2P	Service 2PC	ATS (P)	ATS (O)	Payment met by Parent		Payment Met by Dept.
									Non – Leaver (To Bill)	Leaver (Pay now)	

Consent for use of examination scripts (if ATS copies are requested): Please tick the appropriate box below (if applicable):

If any of my scripts are used in the classroom I do not wish anyone to know it is 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 I wrote them.

Signed:.....

Date:.....

Contact email:.....

Please note that there is an appeal process, but it is only possible to appeal against the Board's failure to comply with due process. It is not possible to appeal against the marks awarded by a Board. All appeals must be made through the school and should be discussed with the Deputy Head or the Examinations Officer.

<i>For Exams Office use only</i>	
Payment received	£
Service applied for	
Outcome received	
Candidate notified	
Enquiry complete	