

If you have any concerns about your examination results, after consultation with your teacher, you may wish to apply for a copy of your script, a clerical check or a review of marking. **Please be aware that there are deadlines for these services, which may fall during the school holidays and fees may be payable.** Please see below for details of services available, the deadlines and details of how to apply.

## Services Available

### Review of Results services (RORs).

- **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result and will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;
- **if requested**, a copy of the re-checked script(s) for those components included in the Access to Scripts service.

- **Post-results review of marking - Service 2 (Non-Priority)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **The service is available for externally assessed components.**

This service will include:

- the clerical re-checks detailed in Service 1, detailed below;
- a review of marking as described below;
- **if requested**, a copy of the reviewed script(s) for those components included as part of the Access to Scripts service. (If the nature of the component is such that access to scripts cannot be arranged, e.g externally assessed Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested.

### Appeals

Please refer to the Enquiries About Results Policy for Students on the school website under Information/Policies/Examinations.

If after receiving the outcome of a Review of Results you remain dissatisfied with the outcome there is an appeal process available. Please speak to your subject teacher or the Examinations Officer to find out whether an appeal is possible. The deadline to lodge an appeal is **within two weeks** of receiving the relevant decision or outcome. **(Fees may apply.)**

### Access to Scripts (ATS)

- **Priority scripts to support reviews of marking**

Scripts will be returned in time for a Review of Result to be requested.

- **Copy of Reviewed Scripts** (To be requested at the same time as the ROR request)

A copy of the reviewed script to be delivered after the review has been completed.

- **Original Scripts (to support teaching and learning )**

Centres will be able to request copies of relevant scripts to support teaching and learning.

### Conditions of Access to Scripts (ATS) service:

Awarding bodies will only release scripts to centres under the following conditions:

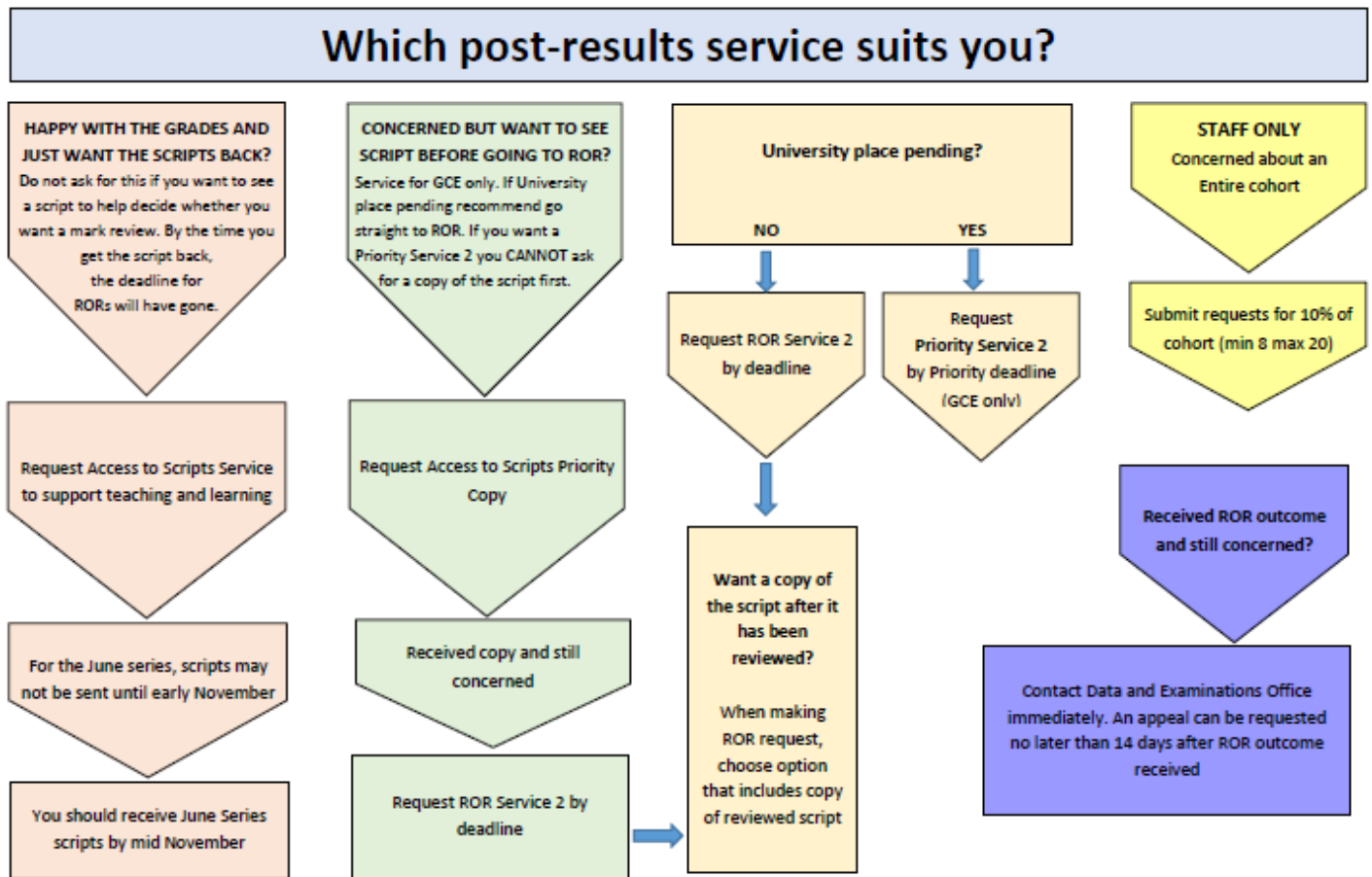
- Scripts **must** only be seen by teachers who are members of staff at that centre or within a consortium of centres, or returned directly to candidates.
- Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other students, **prior written permission must be obtained from the candidates concerned.**
- **This permission must be sought only after the candidates have received their results for the respective examination series.** Candidates who grant their permission have the right to anonymity of their scripts before use. **(Written consent from the candidate is also acceptable by e-mail.)**
- A candidate has the right to instruct their centre not to request their scripts.
- The originals of scripts that are or have been the subject of any malpractice investigation can be withheld by an awarding body. In these circumstances, a photocopy of the scripts may be requested.
- **Once an awarding body has returned an original hard copy script to a centre or a private candidate, its security is compromised and it can no longer be subject to a review of Results.**

## How to Apply (Please Note Fees Apply)

For any of the enquiries about results or access to scripts services listed the candidate's signature on the Post Results Services application form is required to confirm consent.

**Fees**  
The awarding bodies' fees will be detailed on the Application for Post Results Services form. Applicable fees should be paid via Cheque payable to Highcliffe School or by cash. Should an Enquiry about Result lead to a change in the final grade any fees paid for the enquiry will be reimbursed. Fees for Access to Script Services are not reimbursable.

**PLEASE NOTE: We will be unable to accept requests for any of the services if they are received after the deadline, we do not have written consent or payment of applicable fees has not been made.**



## Post Results Services Deadlines

Please see ROR and ATS Application forms for deadlines.