

## Sixth Forms in Partnership

---

### **Post Result Services (Enquiries about Results and Access to Scripts)**

The following six services are provided by the Examination Boards to allow you to have your script(s) reviewed to ensure that you have been awarded the correct mark and/or to allow you to review a copy of your own script(s). Please note that these services are only available for externally assessed components (i.e. not teacher-marked coursework units).

A form is enclosed, which must be used, if you wish to request any of these services. **It is only possible for the College at which you were entered (and sat) any given component to request these services on your behalf.** It is, therefore, vital that forms are submitted - and cheques are made payable - to the correct College. Separate forms must be used to request post results services for components sat at each College. Additional forms are available via the Examinations page of Firefly (Elizabeth College) or from The Ladies' College Reception. Copies can also be downloaded from [www.ladiescollege.com](http://www.ladiescollege.com) under "Information" and then "Examinations", if required.

Completed forms should be submitted, with a cheque for the appropriate sum, in an envelope clearly marked for the attention of Mr Wade (The Ladies' College) or Mr Cousens (Elizabeth College). These staff will be in school regularly during the holiday to process all requests. If they are not available personally to receive the forms, they should be left in the box outside the Reception at The Ladies' College or posted through the letterbox / left on the ledge of Reception at Elizabeth College. Unless you hand your form directly to one of these staff, please send an e-mail to Mr Wade (LC forms) or Mr Cousens (EC forms), so that they can check that they receive all forms that have been submitted, using the e-mail addresses below.

If you require further assistance regarding post results services, please contact Mr Wade [examinations@ladiescollege.ac.gg](mailto:examinations@ladiescollege.ac.gg), or Mr Cousens [gcousens@elizabethcollege.gg](mailto:gcousens@elizabethcollege.gg) as appropriate. Note that Mr Wade is retiring on the 31<sup>st</sup> August however correspondence using the address above will be directed to Mrs Duguid (Examinations Officer from 1<sup>st</sup> September).

#### **Service 1: Priority Review of Marking**

**NB This service is only available to candidates who have missed out on their university place as a result of their grade(s) falling below their offer.**

A fast-track service offered in the first week after results are issued. Marks can go down as well as up.

Deadline to submit application: Wednesday 22 August  
Cost: £60

## Sixth Forms in Partnership

---

### **Service 2: Review of Marking**

Available to anyone who believes that their mark does not reflect their performance in the exam. Marks can go down as well as up.

Deadline to submit application: Tuesday 18 September

Cost: £50

### **Service 3: Clerical Recheck**

Only advised where it is clear from a review of a copy of a script (see below) that an incorrect mark has been awarded as a result of an administrative error. Marks can go down as well as up.

Deadline to submit application: Tuesday 18 September

Cost: £18

### **Service 4: Priority Copy of Script**

Available to anyone who wishes to review their own script before deciding whether or not to request a review of marking.

Deadline to submit application: Wednesday 22 August

Cost: £15

### **Service 5: Copy of Script to accompany a Review of Marking**

Candidates who know that they wish to apply for a review of marking and also want to review their own script should use this service at the same time as making the request for the review of marking.

Deadline to submit application: Monday 18 September

Cost: £15

### **Service 6: Copy of Script**

If a candidate knows that they do not wish to apply for a review of marking, but do want to review their own script, they should use this service. Scripts returned under this service will not arrive until after the deadline for requesting a review of marking. It will not be possible to request a review of marking after having received scripts ordered under this service.

Deadline to submit application: Tuesday 25 September

Cost: £12

**For services 1-3, if a subject grade is changed as a result of the review of marking, then the fee for that service will be refunded.**

**Please note that for Edexcel subjects only, it should be possible for subject staff to access scripts free of charge in cases where there is concern over the marking, after they have returned to work at the start of the Michaelmas term.**