

Post Result Services May/June 2025 Examinations (Enquiries about Results and Access to Scripts)

The following four services are provided by the Examination Boards to allow you to have your script(s) reviewed, ensuring 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).

If you wish to request any of these services, you must use the form available on our website www.ladiescollege.com under *Parents, Useful Information* and then *Examinations*. We encourage students to speak to teachers at the beginning of the term and discuss any enquiry.

If you require further assistance regarding post results services, please contact Mrs Duguid examinations@ladiescollege.ac.gg

Completed forms should be emailed to Mrs Duguid examinations@ladiescollege.ac.gg with confirmation that payment has been made by bank transfer. Mrs Duguid will then confirm receipt and action your request. She will be in College regularly during the holidays if you need to speak with her.

The Ladies' College **Sort code: 60 09 20 Account: 06017614** Ref *surname/exams*

Service 1: Priority Review of Marking (not applicable for GCSEs)

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: **Monday 22 September 2025**

Cost: £70

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: **Monday 22 September 2025**

Cost: £20

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: Friday 22 August 2025

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: Monday 22 September 2025

Cost: £15

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 and AQA 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.