

IMPORTANT POST-RESULTS INFORMATION – AS Level Summer 2017

Please ensure you read this carefully!

Post-Results Services

Three services are available, as listed below. Different fees and deadlines apply to each, and these can be seen in the table below. The costs vary depending on the exam board. Please note the early deadline for requesting a priority scripts. None of the deadlines can be extended. These services cannot be used for internally marked units.

Priority Script (Deadline Wednesday 23rd August)

If you are considering a Review of Marking, you can first request a priority copy of your marked script. If the script is received from the exam board electronically it will be emailed to you, otherwise you will be notified when your script has arrived at school. It is your responsibility to collect your script and request any review of marking within the stated deadline.

Review of Marking (Deadline Tuesday 19th September)

The marking of your script will be reviewed by a Senior Examiner, with a completion target of 20 days. Changes will only be made where marking errors are found. **Remember marks and grades can go down, stay the same or go up.** A refund payment (excluding the £10 admin. fee) will be made if the subject grade changes or, in the case of AQA and OCR, if the unit grade changes. You are strongly advised to consult subject staff before applying for a review of marking.

If you want a copy of the reviewed script, it must be requested at the same time as the Review of Marking (this portion of the fee is non-refundable). **It will not normally be possible to appeal the outcome of a Review of Marking without a copy of the reviewed script.**

Non-Priority Script (Deadline Tuesday 26th September)

These scripts may NOT be returned before the deadline for review of marking applications. The script may be returned electronically, in which case it will be emailed to you. Otherwise you will be notified when your script has arrived at school. Subject departments may wish to obtain scripts in order to assist with teaching, if this is the case you will be asked for written permission.

It is not possible to obtain a non-priority copy of a script that has been reviewed.

Deadlines and Fees (Please remember that deadlines cannot be extended).

Service	Deadline	Fee per unit/paper		
		AQA	Edexcel	OCR
Priority Script	Weds 23 rd August	£18.95 [^]	£10.00 [*]	£16.40 [^]
Review of Marking (with script copy)	Tues 19 th Sept	£66.20 [*]	£62.80 [*]	£67.00 [*]
Review of Marking (without script copy)	Tues 19 th Sept	£52.25 [*]	£51.70 [*]	£55.60 [*]
Non-Priority Script	Tues 26 th Sept	£15.30 [^]	£5.00 [^]	£15.80 [^]

^{*}Includes £10 non-refundable admin fee

[^]Includes £5 admin fee

Procedure for applying for a review of marking or requesting scripts

- 1) Obtain the appropriate form. Forms are available from the Examinations Office section of the school website, the Curriculum Support Office during term time, or Reception during the school holidays (9.00am – 3.00pm).
- 2) Read the form and fill it in carefully. You will need your statement of results to complete the form. A separate form must be filled in for each review of marking requested. Multiple script requests can go on a single form.
- 3) **Make a sQuid payment before returning the form.** Please attach a copy of the sQuid payment confirmation to the form. Should you experience any problems in connection with the sQuid system, please contact the Finance Department by email financeoffice@saintolaves.net and they will assist with your query.
- 4) No applications can be made without pre-payment. No cash or cheques can be accepted. Please make sQuid payments in good time especially when deadlines are approaching.
- 5) **Make sure you are aware of the deadline for the service you are requesting.**
- 6) Hand the form in to a member of the Exams Team, or Reception if the Exams Team are not available.

Please note that applications for ordinary marking reviews and non-priority scripts may not be processed until after 4th September.

You will be sent an email when your application has been sent to the exam board, usually within 3 working days. If this does not happen, it is your responsibility to contact a member of the Exams Team immediately, to ensure that your application has been received. This is especially important if the deadline is approaching.

Please see a member of the Exams Team in the Curriculum Support Office if you have any queries, or email examsofficer@saintolaves.net.

Exams Team

Mrs Dixon Mrs Wiltshire Mrs Seaton