

POST-RESULTS INFORMATION – Year 10 Summer 2017

Please ensure you read this carefully

Post results services for your GCSE RS paper are available from Tuesday 5th September.

Two services are available, as listed below. Different fees and deadlines apply to each, and these can be seen in the table below. The deadlines cannot be extended, and early applications are appreciated.

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. **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)

This service is used if you wish to have a copy of your script returned to you. 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. The RS department may wish to obtain your script in order to assist with teaching. This will only happen if you sign a form giving your permission.

Service	Deadline	Cost
Review of Marking (with script copy)	Tues 19 th Sept	£57.00*
Review of Marking (without script copy)	Tues 19 th Sept	£45.90*
Non-Priority Script	Tues 26 th Sept	£5 [^]

*Includes £10 non-refundable admin fee

[^]Includes £5 non-refundable 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, or may be collected from the Curriculum Support Office.
- 2) Read the form and fill it in carefully. You will need your statement of results to complete the 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) All forms must be handed in to the Curriculum Support Office. We can take no responsibility for forms left anywhere, or given to anyone else.

Your application will be acknowledged by email as soon as possible, 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