



Guidance

- 1) The examination boards offer the services set out below. Please ask Mr Klenk, your subject teacher or Head of Department if you are unsure of what exactly to apply for.
- 2) You must provide an email address which we can use to inform you that we have processed your request. This is the address we will use to inform you of the outcome.
You must contact Reception if we have not informed you that we have processed your request by Monday 18th September.
- 3) Only one of the options below may be selected; it is not possible to request a script return and then, having looked at it, request a subsequent review of marking.
- 4) You must transfer full payment at the same time as completing your application. Our bank details are: Barclays Bank, Account name - United Church Schools Trust, Account number – 33372898, Sort code – 20-46-50. Please use the description of 'PRS' followed by your surname and candidate number. Please also indicate on your application the date you transfer the fee. If your grade improves, the cost of the review of marking will be refunded.
- 5) If you are requesting a review of marking you must also complete a Candidate Consent Form (please see page 19 of the JCQ 'Post Results Services' document for an original; a copy is attached to this document).
- 6) Prices are for an individual paper in each case and so you must indicate on the form which paper(s) you wish to have reviewed or returned. Some units were taken as two separate papers on the same day such as Physics 3A and Physics 3B. You can have either or both of these reviewed and must indicate this clearly on the form.
- 7) All reviews of marking are usually completed by the examination boards by the end of October, although timescales do differ between boards and subjects.

Price List

GCSE	AQA	Edexcel	OCR
Review of marking	£43.35	£47.50	£60.50
Review of marking with script copy	£43.35	£61.30	£75.25
Script copy	£3.00	£3.00	£3.00

A level	AQA	Edexcel	OCR
Review of marking	£49.75	£54.70	£60.50
Review of marking with script copy	£49.75	£68.50	£75.25
Script copy	£3.00	£3.00	£3.00

Please check the details of your application carefully and ensure you have calculated the fee correctly. All completed application forms must be returned to Mr P Klenk via Reception by no later than 4.00pm on WEDNESDAY 13th SEPTEMBER 2023. We will not process the application until the fee has been paid into our Bank.



Name	Candidate number
Email address	

Review of marking - You must attach a signed consent form otherwise your application will not be processed

Exam board	GCSE or A level	Subject	Unit or paper	Script copy (Y/N)	Price

Original Scripts

Exam board	GCSE or A level	Subject	Unit/paper	Price

Total price

Date of Bank Transfer



Appendix A



AQA City & Guilds CCEA OCR Pearson WJEC

Clerical re-checks, reviews of marking and Appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits an application for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

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I give my consent to the head of my examination centre to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date: