



## Summer 2024 Post-Results Services

### Copies of Papers

*There is a small admin charge for this service.*

### ATS1 - Priority Photocopy of your Marked Script

Papers requested using this service will be returned in time for you to have a look at your paper, and then request a non-priority re-mark, if required.

**Deadline for application and payment - Friday 23 Aug 2024 (A-Level) / Wednesday 4 Sept 2024 (GCSE)**

### ATS2 - Non-Priority Photocopy of your Marked Script

If you apply for an ATS2 request you will not be able to apply for a review of marking at a later date - see ATS1 (above) or Review of Marking.

### Review of Results Services

Before applying for a Review of Marking, you should note:

- component results can go up, down or stay the same - this means that your overall grade can also do the same.
- on average, reviews only result in a change of 3 or 4 marks and, more often than not, do not change at all.
- component results do have *notional* grade boundaries, but these are irrelevant when considering a review of marking. You must check your Award Grade Boundary, to see if you are close to the next grade up.
- if having two (or more) components in the same subject reviewed, it is entirely possible that one of the reviews could take the total mark above the award grade boundary, whilst the second review brings it back under again.
- the outcome document you will receive from the awarding body will only indicate the overall mark for the reviewed component(s) it will not show any changes to marking at the question level - if question level information is required, you must request an EAR2S Review of Marking, plus a photocopy of your reviewed script or EAR2PS Review of Marking, plus a photocopy of your reviewed script service.

***Fees are charged per component/unit, and there will be a small admin fee added. Upon receiving your email request, you will be advised on the fee for the requested service.***

### EAR1 - Clerical Re-check

A Clerical Re-check is a re-check of all clerical procedures leading to the issue of a result.

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

**Deadline for application and payment - midday, 23 September 2024**

Outcome within 10 calendar days.

## **EAR2 - Review of Marking**

A review is post-results review of the original marking to ensure that the mark scheme has been applied correctly.

A marking error can occur because of:

- an administrative error;
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
- an unreasonable exercise of academic judgement.

Reviewers will **not** re-mark the script. They will only act to correct any errors identified in the original marking.

This service will include:

- the clerical re-checks as detailed in EAR1
- a review of marking as described

**Deadline for application and payment - midday, Monday 23 September 2024**

Outcome within 20 calendar days.

## **EAR2P (Priority Review of Marking/Service 2) / University Place Pending**

This is a priority review of the original marking to ensure that the mark scheme has been applied correctly.

A marking error can occur because of:

- an administrative error;
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
- an unreasonable exercise of academic judgement.

Reviewers will **not** re-mark the script. They will only act to correct any errors identified in the original marking.

**Deadline for application and payment - midday, Tuesday 20 August 2024**

Outcome within **15 calendar** days

**Important:** Awarding bodies strongly advise candidates to inform their university or college choices that a review of results has been requested. By informing them, they may be able to keep the candidate's place open until the review has been completed. An awarding body will not inform UCAS or others that a review of marking has been requested. However, it will advise UCAS of any grade change arising from a review.

## How to Apply for Post-Results Service(s)

All component codes must be entered exactly as they appear on your Statement of Results - if they are not, your application will be returned to you, and you will have to submit it using the correct codes.

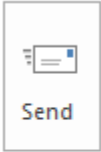
The information required to apply for post-results is:

**Candidate Number**

**Candidate Name**

**(Post-results service code, followed by component codes)**

supplied in an email - for example, the candidate **William Gibson**, exam candidate number **1234**, wishes to apply for an **EAR2** service for components **H573/01** and **H573/02** and an **ATS2** service for component **9EL0/03**. The email he sends would look like this:

 Send	To...	exams@kings.peterborough.sch.uk
	Cc...	
	Bcc...	
	Subject	1234 William Gibson (EAR2 H573/01 H573/02) (ATS2 9EL0/03)

You must submit codes for each component you wish to apply for - an application for an award code only will not be accepted. If an award has three components, and you want post-results services for all three components, an application must list these - for example **H472** would require **H472/01**, **H472/02** and **H472/03** codes submitting.

If you do not submit an application in this format, we will return your email asking you to do so.

The Examinations Officer will reply via email, confirming applicable fees that need to be paid.

**Please note that you will only be able to pay in person with cash or card.**

Deadlines are **absolute** - i.e. post-results services do not have any "late fees" - if you do not apply **and** pay by the deadline, we will not be able to make any application for you.

Please complete and submit the attached consent forms when making your application.

# Appendix A – Clerical re-checks, reviews of marking and appeals – Candidate consent form



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 a request 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.

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 review (awarding body, qualification level, subject title, component/unit)

.....  
.....

I give my consent to the head of my school or college 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: .....

**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**

# Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA    City & Guilds    CCEA    OCR    Pearson    WJEC

## Access to Scripts

### Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months.**