

Post-results Request Form GCSE

Summer 2023

Post-results service	Deadline	Details of the service
Service 1 (Clerical re-check)	26/09/2023	This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks: <ul style="list-style-type: none"> • that all parts of the script have been marked • the totalling of marks • the recording of marks
Service 1 with a copy of re-checked script	26/09/2023	
Service 2 (Review of marking)	26/09/2023	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. This service will include: <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1 • a review of marking as described above
Service 2 with an ATS copy of reviewed script	26/09/2023	
Copy of script to support review of marking	05/09/2023	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for

Post-results services: deadlines, fees and charges

The post-results services available are:

- **Reviews of Results (RoRs):** Clerical re-check; review of marking; appeals
- **Access to scripts (ATS):** Access to marked examination scripts

Post-results service	Deadline	Fees	Notes
RoR Service 1 (Clerical re-check)	26th September 2023	£10 Includes a copy of the reviewed script.	Includes a copy of the reviewed script.
RoR Service 2 (Review of marking)	26th September 2023	£45 Includes a copy of the reviewed script	Includes a copy of the reviewed script.
ATS Copy of script¹	5th September 2023	£5 Administration fee	Admin fee
ATS Post-RoR copy ²	26th September 2023	Free with AQA and WJEC / Eduqas £15 for OCR and Edexcel / Pearson	

To pay, please call the MHSG Finance Office on 0161 224 0447 and they can take a card payment over the phone. It is also possible to come into school to pay in person. Office hours are from 9am – 4pm during the week.

Alternatively, you can pay for post results services via ParentPay. Instructions for paying by ParentPay can be accessed here: [Making Payment by Parentpay.docx](#) or by scanning the QR code.



¹ This service is to request a copy of script to support a non-priority review of marking

² Where a copy of a re-checked or reviewed script is required, this should normally be applied for at the same time as the RoR request to meet the relevant non-priority RoR deadline; check the relevant awarding body's post-results services information to confirm this process and deadline (An individual awarding body may automatically provide a copy of the reviewed script with a clerical re-check or review of marking as part of the service, and there may be no charge for this)

To request a Review of Results service and/or an Access to Scripts service, please complete the required information and sign and date the form to confirm your consent.

Name		Form		Candidate email	
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Section 1 - Please complete this part of the form if you would like a **clerical re-check or review of marking**. Note that the charges listed below are *per paper* not per subject. Please state clearly which paper(s) you wish to have reviewed.

Awarding Body E.g. AQA	Qualification level and Subject title E.g. GCSE English Language Paper 1	Paper code E.g. 8700/1	Level of Service E.g. Service 2	Fee
				£
				£
				£
				£
				£
Total				£

Section 2 - Please complete this part of the form if you would like **access to your exam paper(s)**. Note that the charges listed are *per paper* not per subject. Please state clearly which paper(s) you wish to access.

Awarding Body E.g. AQA	Qualification level and Subject title E.g. GCSE English Language Paper 1	Paper code E.g. 8700/1	Access to unreviewed script ✓ or X	Access to script post-review (if review has been requested above) ✓ or X	Fee
					£
					£
					£
					£
					£
Total					£

RoR Fees	£
ATS Fees	£
Total Cost	£

Review of Result Candidate consent taken from [JCQ's Post-Results Services](#) (section 4, appendices A and B).

By signing here, I give my consent to the head of my school to submit requests for post-results services for the examination paper(s) listed above. In giving consent for a clerical re-check or a review of marking 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.**

Signature: Date:

Please hand the form to Miss Kostick in 6G1 on Results Day or email it to nkostick@mhsg.manchester.sch.uk. You (the candidate) will receive an acknowledgment email, within two working days of your request, confirming that your review has been submitted to the Awarding Body. The outcome of your review will be sent to your school email account we strongly recommend that you check this account regularly. Note that due to GDPR we cannot share outcomes with anyone other than the candidate.