



EXAMS - POST RESULTS SERVICES

Summer 2019

Priority Review of Marking	Cost: £55 (OCR & Pearson) £60	Deadline for requests: <i>Wednesday 21 August</i>
<p>If your University place is affected due to a lower than expected grade, you could ask for a Priority Review of Marking. This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of a candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. This must be requested by <i>Wednesday 21 August</i>. However, please be aware that a change of more than two or three marks is unusual, so it is normally only worthwhile asking for this service if you are very close to a grade boundary. Please note that the mark can go down as well as up so you may want to seek advice first.</p> <p>The process will be completed within 15 calendar days from receipt of the request.</p>		
Review of Marking	A-Level Cost: £45 (OCR & Pearson) £50 GCSE Cost: £40	Deadline for requests: <u>12 noon</u> <i>Wednesday 18 September</i>
<p>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of a candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script, so it is normally only worthwhile asking for a review if you are very close to a grade boundary. Please be aware, however, that the mark can go down as well as up.</p> <p>The process would be completed within 20 calendar days from receipt of the request.</p>		
Clerical Check	Cost: £18 Incl script £32	Deadline for requests: <u>12 noon</u> <i>Wednesday 18 September</i>
<p>The Exam Board checks that all the marks have been added up correctly and that all components have been included in the total mark. Remember the mark can go down as well as up!</p> <p>Results should be received within 10 calendar days from receipt of the request.</p>		
Photocopied Script	Cost: £15 Pearson scripts £2.00 printing costs	Deadline for requests: <i>A-Level Wed 21 August</i> <i>GCSE Wed 28 August</i>
<p>You can request a photocopy of your script to see if it is worthwhile requesting a review of marking or simply to see where you went wrong. Please note that scripts should be received <i>no later than Thurs 5 September</i>.</p>		
Original Script	Cost: £13 Pearson scripts £2.00 printing costs	Deadline for requests: <i>Wednesday 25 September</i>
<p>You can also request for your original script to be returned. Scripts should arrive in college from Friday 27 September and by <i>Friday 1 November</i> and must not be tampered with, written upon or disposed of before <i>Monday 18 November</i>. Candidates who have tampered with scripts are liable to be penalised. Please be aware that Exam Boards sometimes send original scripts to us via email</p>		

From Wed 14 August all forms for these services can be downloaded from SMC Moodle & Pearltrees
Paper copies can be collected from the Exams Office or Student Guidance
Please bring your completed form to the Exams Office (Room 210) with the correct fee before the respective deadline.

Unfortunately no requests can be processed once the deadline has passed.



Priority Review of marking Student Request

Exam Series: Summer 2019

Name:	
Date of Birth:	
ID Number:	
Candidate Number:	
Contact Number:	

If your University place is affected due to a lower than expected grade, you could ask for a Priority Review of Marking. This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is **not** a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. Please be aware that a change of more than two or three marks is unusual, so it is normally only worthwhile asking for this service if you are close to a grade boundary. Please note that the mark can go down as well as up so you may want to seek advice first.

The process would be completed within 15 calendar days from receipt of the request.

You and your teacher(s) must sign this form. Review of marking requests will not be accepted without your teacher's approval. Return this form, with the appropriate fee, to the Exams Office (Room 210) by **Wednesday 21 August**. No requests can be processed after the deadline.

Payment may be made by cash or cheque. Please make cheques payable to **St. Mary's College**. You will be given a receipt which you must keep safe.

Cost £55 per Paper except OCR & Pearson which is £60 per paper

Board	Paper Code	Paper Title	Amount
Teacher Signature:			

I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Student Signature:

For Office Use Only	Receipt No:	Amount:
		Cash / Cheque



Review of marking Student Request

Exam Series: Summer 2019

Name:	
Date of Birth:	
ID Number:	
Candidate Number:	
Contact Number:	

If your University place is affected due to a lower than expected grade, you could ask for a Priority Review of Marking. This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is **not** a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. Please be aware that a change of more than two or three marks is unusual, so it is normally only worthwhile asking for this service if you are close to a grade boundary. Please note that the mark can go down as well as up so you may want to seek advice first.

The process would be completed within 15 calendar days from receipt of the request.

You and your teacher(s) must sign this form. Review of marking requests will not be accepted without your teacher's approval. Return this form, with the appropriate fee, to the Exams Office (Room 210) by **Wednesday 18 September**. No requests can be processed after the deadline.

Payment may be made by cash or cheque. Please make cheques payable to **St. Mary's College**. You will be given a receipt which you must keep safe.

Cost £45 per Paper except OCR & Pearson which is £50 per paper

Board	Paper Code	Paper Title	Amount
Teacher Signature:			

I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Student Signature:

For Office Use Only	Receipt No:	Amount:
		Cash / Cheque



Photocopied Script Request

Exam Series: Summer 2019

Name:	
Date of Birth:	
ID Number:	
Candidate Number:	
Contact Number:	

If your University place is affected due to a lower than expected grade, you could ask for a Priority Review of Marking. This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is **not** a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. Please be aware that a change of more than two or three marks is unusual, so it is normally only worthwhile asking for this service if you are close to a grade boundary. Please note that the mark can go down as well as up so you may want to seek advice first.

The process would be completed within 15 calendar days from receipt of the request.

You and your teacher(s) must sign this form. Review of marking requests will not be accepted without your teacher's approval. Return this form, with the appropriate fee, to the Exams Office (Room 210) by **Wednesday 18 September**. No requests can be processed after the deadline.

Payment may be made by cash or cheque. Please make cheques payable to **St. Mary's College**. You will be given a receipt which you must keep safe.

Cost £45 per Paper except OCR & Pearson which is £50 per paper

Board	Paper Code	Paper Title	Amount
Teacher Signature:			

I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Student Signature:

For Office Use Only	Receipt No:	Amount:
		Cash / Cheque



Original Script Request

Exam Series: Summer 2019

Name:	
Date of Birth:	
ID Number:	
Candidate Number:	
Contact Number:	

You must sign this form.

Please return this form, with the appropriate fee, to the Exams Office (Room 210) by **Wednesday 25 September**. No requests can be processed after the deadline.

Payment may be made by cash or cheque. Please make cheques payable to **St. Mary's College**. You will be given a receipt which you must keep safe.

You will be notified when your script has arrived and must come to the Exams Office to collect it. Scripts should arrive in College from Friday 27 September and by Friday 1 November

If you require A-Level Maths scripts from Pearson, you will be charged £2.00 printing costs only.

Board	Paper Code	Paper Title	Fee
			£13
			£13
			£13
			£13

I agree to keep any returned scripts safe and understand that they must remain unchanged until after 19 November 2018.

Student Signature:

For Office Use Only	Receipt No:	Amount:
		Cash / Cheque



Clerical Check

Exam Series: Summer 2019

Name:	
Date of Birth:	
ID Number:	
Candidate Number:	
Contact No:	

You and your teacher(s) must sign this form. Remark requests will not be accepted without your teacher's approval.

Return this form, with the appropriate fee, to the Exams Office (Room 210) by **12 noon Wednesday 18 September**. No requests can be processed after the deadline.

Payment may be made by cash or cheque. Please make cheques payable to **St. Mary's College**. You will be given a receipt which you must keep safe.

The Exam Board checks that all the marks have been added up correctly and that all components have been included in the total mark. Remember the mark can go down as well as up! Results should be received within 10 calendar days from receipt of the request.

Board	Paper Code	Paper Title	Fee
			£18 £32 incl Script
			£18 £32 incl Script
Teacher Signature:			

I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Student Signature:

For Office Use Only	Receipt No:	Amount:	Cash /
		Cheque	