



Examinations Office

GCE & GCSE Examination Results-Post Results Services

If you are unsure about your results then please discuss with your teacher immediately. The Post Results Services which we offer are outlined below. The Exams Office will make the request on your behalf.

You must act swiftly as these services have strict deadlines and are only available for a short period of time following the publication of your results.

Please note that all applications must be AFTER consultation with your teacher(s) and accompanied by payment and a consent form. Please take the form and payment to the Exams Office by the deadlines displayed on results day.

Please note that as a result of an enquiry your mark may go down as well as up and could therefore affect your overall grade.

Service 1 Clerical re-check

This is a check of all clerical procedures leading to the issue of a result. The target for completion is within 20 working days of the exam board receiving the request.

Post Results Review of Marking

Service 2 Standard Review of Marking

This is a post results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for components marked by the Exam Boards. The target for completion is within 30 calendar days of the Exam Board receiving the request. The deadline for enquiries about results is September 20th.

Service 2a Priority Review of Marking

This service is as Service 2 (standard review), but is only available if the following criteria are met:
-the enquiry is about an exam for a Level 3 qualification (typically GCE A level)
-your place in higher education (eg University) is dependent upon the outcome

The target for completion is within 18 calendar days of the Exam Board receiving the request. The fees for a review are in the region of £50 per unit. The deadline for requesting this service is August 23rd.

Access to scripts

Priority photocopied scripts

If you are unsure about a review of marking of any Level 3 (typically A level) paper, then you may request a photocopied script and review it with your teacher. However, this has to be requested within a week of GCE (A level) results day. A swift decision will have to be made once you receive your script as the deadline for review to marking is very tight. Please check these dates carefully on results day.

Original scripts *You can request an original script to support any re-sit decisions. However, you cannot ask for a review of marking if an original script has been requested. Original scripts must be requested before October 4th.*

Please note that the centre is unable to action any request until payment is received from the candidate. Cheques should be made payable to "King Alfred's".

Year 13 students only . *If your university place depends upon these results, you are welcome to contact Mr Lawrence by email: tlawrence@kaacademy.org*

Year 12 students should wait until September to discuss any queries with the Head of Sixth Form

Appeals

Following a review of marking, if you are unhappy with the outcome, the Centre may appeal within 14 days of the result. However the appeal must be against the process followed and will not result in the work being marked again. If the Centre does not support your request for a review of marking or an appeal, you may write to the Deputy Head. If the Deputy Head does not support your request, then you may follow the formal Complaints Procedure.