



Instructions for requesting 'enquiries into the results' or 'access to scripts' of externally marked GCSE units

Once the results of the June exam sittings are published on August 24th (GCSE level) and if you are unhappy about your results you may apply for a 'Review of Marking'. Should this be the case please follow the procedure below.

Procedure:

1. Discuss your thoughts with your teacher or Head of Department for the subject. **Do not proceed with a request for a 'Review of Marks' without their knowledge.** Your Head of Department should either sign the request form attached or email Mrs Cuthbert to confirm your request.
2. Use the request/consent form attached. It is essential that the form is signed by you (the pupil) as per JCQ rules, as it states that after a Review, the mark for the unit may go down and this lowered mark will be the one which will be carried forward to the final grade. Please also make sure that whoever pays your school bill is aware of the charges involved (see table on attached form).
3. Please complete the form fully with the **exact unit** and **exam board** details to ensure your request is correctly processed. These can all be found on the results printout that you received on August 24th.
4. Mrs Cuthbert must receive this form by the deadlines given on the attached table (with payment if necessary), in order for these requests to be processed by the exam boards' own deadlines. Please bring the form back to the Mrs Cuthbert's Office or the Main School Office or email her the completed form on j.cuthbert@blundells.org
5. **You will receive a result via your school email or your nominated email, so you must check it regularly. PLEASE WRITE YOUR EMAIL ADDRESS CLEARLY.**

Mrs Jo Cuthbert
Exams Officer
01884 232339/j.cuthbert@blundells.org
July 2017

**Request for an 'enquiry into the results' or 'access to scripts'
of an externally marked GCSE unit**

Please read the following information carefully and remember to tick the appropriate box. Then turn over and complete the form FULLY on the other side. You must discuss your request with the Head of Department before submitting your request.

Any questions please contact Mrs Cuthbert on j.cuthbert@blundells.org

This form must be submitted by the candidate (JCQ Post Results Services/Section 4.2.1)

Service	Request to reach Mrs Cuthbert by	Description & comments	Cost per unit	TICK As Required
Priority copy of scripts	30/08/17	Copy of the script is requested for the purpose of deciding whether to proceed with a re-mark.	Available from Edexcel ONLY – Cost £0.00 Maths, English Lit and Lang, Chinese only	
Review of externally assessed units (EAR2)	20/09/17	An examiner reviews the marks of the requested scripts. This may be requested at the same time as a request for a copy of scripts or by itself. Marks can be reduced as well as increased. Changes to grades are rare. If you are seriously considering a re-mark, do not wait for the script to be returned.unless it is an Edexcel exam (see above)	£50 (if the Grade is not increased)	
Clerical check on the marks credited (EAR1)	20/09/17	The awarding body checks the scripts to ensure that the marks awarded have been recorded correctly. No re-marking occurs. This service rarely results in changes to marks awarded.	£15 (if the Grade is not increased)	
Return of original script	28/09/17 (CIE only 14/10/17)	The original script is returned to the School. NO REVIEW of MARKS AVAILABLE	£15 £0.00 Edexcel ONLY	

PTO – Please complete the form overleaf fully – Thank you

Pupil Permission and Request details

I agree that Blundell's School can ask for a Review of Marks/copy of script of the externally assessed unit, as set out below.

I understand that as a result of a Review, the marks awarded in the unit may be decreased (as well as increased) and I accept that this might result in the final grade being lowered.

I also understand that the cost of the Review (if unsuccessful) and for the access to the script will be added to the School bill or paid for in advance if you have left the school. Please make sure that whoever pays your school bill is aware of your request.

Signed by **pupil**:

Date: School /Other Email address:

Details of Request – please complete fully

Candidate's full name:.....

Candidate number:

Subject Name:

Exam Board:

Unit code(s):

(as specified on statement of results)

Head of Department

Comments:

I have discussed this with the pupil.

Signed: (HOD)

Date:

Or sending email (please tick)

Payment for request:

- 1) **If you have left the school (please ring payment method used):-** Cash / Cheque / Via Bursary
- 2) If remaining at school:- To be billed on next school bill.

This form is to be returned to Mrs Cuthbert (either to the Main School Office or Mrs Cuthbert's Office) before an enquiry is made on the candidate's behalf, or you can attach request to an email to Mrs Cuthbert on j.cuthbert@blundells.org (please remember that the request will not be processed until payment confirmed if you have left the school)

Mrs J Cuthbert
Exams Officer
July 2017