



Procedures for requesting ‘enquiries into the results’ or ‘access to scripts’ of externally marked A/AS or GCSE unit(s)

Once the results of the June exam sittings are published on August 18th (A/AS level)/August 25th (GCSE level), the following ‘POST RESULT’ services will be available:

Service	Request to reach Mrs Cuthbert by		Description & comments	Cost per unit
	A/AS	GCSE		
Priority REVIEW (EAR2P)	26/08/16	Edexcel ONLY 02/09/16	A priority Review of Mark. Only for those students with University places this Autumn depending on the outcome.	£50 (if the Grade is not increased)
Priority copy of scripts	26/08/16	Edexcel ONLY 02/09/16	Copy of the script is requested for the purpose of deciding whether to proceed with a re-mark.	£15
Review of externally assessed units (EAR2)	20/09/16	20/09/16 (CIE only 30/09/16)	An examiner reviews the marks awarded on 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 Review, do not wait for the script to be returned.	£50 (if the Grade is not increased)
Clerical check on the marks credited (EAR1)	20/09/16	20/09/16	The awarding body checks the scripts to ensure that the marks awarded have been recorded correctly. No Review occurs. This service rarely results in changes to marks awarded.	£15 (if the Grade is not increased)
Return of original script	04/10/16	04/10/16 CIE only 14/10/16)	The original script is returned to the School. NO REVIEW OF MARKS AVAILABLE	£15

Important Information re Payment: If you have left the school and wish to use one of the above services, payment will be required before the request is processed. Please attach payment (cheque made payable to ‘Blundell’s School’) to your request form or contact the Bursar’s PA ASAP on 01884 232309 or h.ali@blundells.org to arrange Direct Bank Transfer. If you are still a member of the School payment will be added to the next term’s bill. Payment will be refunded if the grade is increased.

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 or email Mrs Cuthbert to confirm your request.

PTO for further information

2. Obtain a consent form from the Main School Office/use the form attached/or go to the school website under Exam Results. It is essential that the form is signed by you (the pupil), 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.
3. Please complete the form fully with the **exact unit** and **exam board** details to ensure your request is correctly processed.
4. Mrs Cuthbert must receive this form by the deadlines given in the above 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
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