

Hartismere :: Candidate's Post Result Form

Please talk to your subject teacher for advice before completing this form

Candidate's details					
1	Last Name	Forename(s)	Candidate Number		Form

Options: Fees are per unit/paper		AQA	Edexcel	OCR	WJEC
S	Electronic copy of marked script. <i>Please only use this option if you have a genuine query - not simply for curiosity!</i>	Free	Free	Free	Free
C	CLERICAL CHECK. The marks are added up again and checked against the board's database. A check is then made that the correct grade was awarded. Your script is not reviewed. (Exam Boards call this "Service 1")	£10	£14	£12	£11
R	REVIEW OF MARKING Includes: a clerical re-check (Option 'C') A second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking and make sure all the marks are counted. Your grade can go down as well as up. (Exam boards call this "Service 2")	A level £51	A level £57	A level £66	A level £49
		GCSE £44	GCSE £50	GCSE £66	GCSE £43
X	PRIORITY REVIEW OF MARKING. As option 'R' above, but available for A level exams where a place at further/higher education depends upon the outcome of a review. (Exam Boards call this "Service P2")	£60	£68	£81	£58

Fees are set by the Awarding Bodies and are payable per unit/paper, not per subject.
Please attach cash or a cheque payable to *Hartismere School*,
or contact finance@hartismere.com for other options.

Enter the details of the units for which you have an enquiry					
This information can usually be found on your statement of results or at my.hartismere.com/exams					
2	Awarding Body	Subject / Component Name	Unit Code or Paper No.	Option Required	Fee Payable

Candidate's contact details	
3	The results of the enquiry will be given to the candidate.
	Candidate's email address Candidate's telephone number

Sign, date and return this form to the Examinations Office		
4	I give my consent to the Head of my Examination Centre to make an enquiry about the results of the examination(s) listed above. In giving my consent I understand that as a result of an enquiry the final subject grade awarded to me may be lower than, higher than or the same grade which was originally awarded for this subject.	
	Candidate's signature	Date
	Submission Dates: X 3 days after results S C R Summer exams: 20 September January exams: 1 April	

Office use

Once you've received your results, you may wish to have your marks reviewed. There are **three options** available:

- Access to scripts - an electronic version of your script can be emailed to you, usually within 48 hours.
- Service 1 - a **clerical check**. The marks are added up again and checked against the board's database. A check is then made that the correct grade was awarded. Your script is not reviewed. This usually takes one or two weeks.
- Service 2 - a **review of marking**. Includes: a clerical re-check, a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking and make sure all the marks are counted. **Your grade can go down as well as up.** This usually takes one or two weeks.

You should get advice from your subject teachers before making a decision:

- They have a full breakdown of your marks and can look at your script.
- They may have already requested a remark if they have any concerns.

IMPORTANT: Your marks and grade can go **down** as a result of a remark.

Service 1 and Service 2 incur a fee that is set by the Awarding Bodies. Please attach a cheque payable to *Hartismere School*, cash, or contact our finance department for other options.

Fees are per paper, not per subject. For example: to remark 3 mathematics papers costs three times the unit fee.

If the outcome results in a change of grade the fee is waived and your payment will be refunded.

If you have any questions or concerns, you should talk to or email:

Your subject teachers

Your Head of Year

Mrs Hudson (Head of Sixth Form) sixthform@hartismere.com

Mr Waller (Examinations Officer) exams.officer@hartismere.com

The finance department finance@hartismere.com