



## Enquiry about Results Following Receipt of External Examination Results

### Summer 2017

Candidates who wish to query any of their results **MUST** see their teacher of the subject in question or a representative of the subject department as soon as possible. The teachers will have access to more detailed information regarding specific marks and grade boundaries, and will be able to advise candidates on the suitability of having exam papers reviewed by the awarding body. If the candidate cannot speak to their teacher or a representative from the subject department, he/she **MUST** see a member of the Senior Leadership Team or the Examinations Officer who will make a note of the query. The Examinations Officer will inform the candidate as soon as possible as to the proximity of grade boundaries.

#### Procedure

- Download and print the 'Enquiry About Results Request Form' from the About - Exam Results section of the school website
- The Candidate must complete and sign the form. Candidates must be aware that the overall grade for a subject can go down as well as up following a review of marking
- Return the completed form to the exams officer with payment (see below for costs) no later than **Friday 15 September 2017**. Cheques must be made payable to **Holy Cross Catholic High School**.
- The exams officer will process any completed forms and payments received by the above deadline.
- The outcome of the enquiry will reported to the candidate as soon as it is received from the examination board
- If the overall grade changes, the examination board will refund the cost of the enquiry and this will be forwarded on to the candidate
- Only reviews of marking for externally assessed examinations/externally assessed controlled assessments for the current series of examinations can be requested

The costs for the Post Results Services available are as follows:

BOARD	REVIEW OF MARKING	RETURN OF SCRIPT
AQA	£36.50 per paper/unit	£13.95 per script
EDEXCEL	£41.25 per paper/unit	£11.10 per script
OCR	£45.60 per paper/unit	£11.40 per script
WJEC	£36.00 per paper/unit	£11.00 per script

**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 externally assessed components of both unitised and linear specifications.**

**Access to Scripts** - A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components, orals or audio/video tapes.