

## Post results services GCSE, Btec 2025

St Thomas More CVA, Buxton

If you think the GCSE or Btec grade you have received is incorrect then you should contact the school.

- The first step is usually to request a priority copy of the script - please do this by email to the Exams Officer Mrs Liz Taylor [ltaylor@stm.srscmat.co.uk](mailto:ltaylor@stm.srscmat.co.uk). Please make the subject of the email 'ATS REQUEST'. Consent to download a copy of the script will have been asked for on Results morning, at school. If on Results Morning you did not give consent, then please complete and return a copy of the attached form requesting an 'Access to Script'
- The requested copy of the script will be emailed to you. Once you have received a copy of the script you may decide to request a Clerical re-check or a Review of Marking by the exam board.
- If the school agrees to your request, then an application will be made to the exam board. Please note that payment and a completed FORM - 'Candidate consent form and Post Results request' must be received by the school before an application to the Exam Board can be submitted. Payment may be made by Cash, Cheque or if the candidate has a sibling at the school, via ParentPay. Please send a scan/photograph of the completed form by email. **IF YOU ARE SENDING THE FORM BY POST OR DELIVERING TO THE SCHOOL BY HAND** - please send an email to let Mrs Taylor know.
- You will be sent the outcome of the request by email. If the grade goes up, then the fee will be refunded.

Please note that the fees shown below are per exam **script** (**script** = a completed exam paper) or unit and **not for the whole subject**.

Please see below a summary of the Services available and the fees:

- Access to scripts (ATS)** - an electronic version of the script.
- Clerical re-check (Service 1)** - a re-check of the clerical procedures leading to the issue of a result.
- Post-results review of marking (Service 2)** - a review of the original marking to ensure that the agreed mark scheme has been applied correctly.

Service	Deadline - must be submitted to the exam board by:	Examination Board Fees				Timescale (indication only) and Notes
		AQA	OCR	WJEC	Pearson / Edexcel	
Priority copy of marked paper (ATS) to decide next steps.	<b>4 September 2025 (AQA)</b>	Free	Free	Free	Free	1 day - 5 days  You must give consent for the school to request a copy of your script.
Clerical re-check (Service 1)	25 September 2025	£9.40 per unit (includes copy of paper)	£11.50 per unit	£11 per unit	£13.10  For a copy of the script add £14.50 per unit.	10 days  You must give consent for the school to request a clerical check of your script. Your grade may go up or down. If your grade goes up, the fee is refunded.
Review of marking (Service 2)	25 September 2025	£43.50 per unit (includes copy of paper)	£62.25 per unit	£43 per unit	£46.70  For a copy of the script add £14.50 per unit.	20 days  You must give consent for the school to request a review of your script. Your grade may go up or down. If your grade goes up, the fee is refunded.

## Clerical re-checks, reviews of marking and appeals

AQA

OCR

Pearson

WJEC

### Candidate consent form and Post Results request

#### Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

#### Candidate consent form

Centre number 23114	Centre name St Thomas More Catholic Academy, Buxton
<b>Candidate number:</b>	<b>Candidate name:</b>

Type of Request: <b>Access to Script (ATS)</b> <b>Clerical re-check</b> <b>Review of Marking</b> (with or without a copy of the reviewed script)	Exam Board AQA/OCR/WJEC/ Pearson	Subject	Unit or paper code  e.g 8700/2	Fee
			<b>Total Fee:-</b>	£

I give my consent to the head of my school or college to submit a Post results request for the examination(s) listed above. In giving consent, I understand that if the request is for a Clerical re-check or a review of Marking the final subject grade and/or mark awarded to me, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject. The **STUDENT's** signature is required below:

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**