

Enquiries About Results

There are procedures laid down by the Examination Boards that allow for exam results to be checked or remarked and scripts to be copied or returned. These enquiries have strict deadline dates.

Enquiry		Deadline Date	Comment
Photocopy of Script		27 th August	Only available for GCE
Clerical Re-check	Service 1	20 th September	Not a remark. A check on the clerical procedures leading to a result.
Review of Marking	Service 2	20 th September	Available to all – candidates must be aware that marks can go down as well as up and must sign a slip stating that they have been informed of this. No enquiries will be undertaken without a candidate's signature.
Priority Review	Priority Service 2	27 th August	As above but only available for GCE and only if the candidate's University/College place depends on the outcome.
Coursework Re-moderation	Service 3	20 th September	Can only be requested by the teacher as the whole sample has to be re-moderated
Remark of Script		20 th September	Not available if original script has been requested
Original Script		4 th October	Can be late arriving to the Centre, especially if needed for November resits

If you're unhappy about any result, you should first see your subject teacher or Head of Department. They will decide if a remark will affect your overall grade. It may be the case that any possible lift in the mark will not bring up your grade and suggest alternatives, such as resitting. They will also make sure you are aware that, in the case of a remark or Clerical check/Review, **your grade can go down as well as up**. Your written permission is therefore required before the application can be processed.

If you are unable to contact your teacher and have a Priority Service 2 enquiry, or require a photocopy of your script, contact the Exams Office immediately.

Each enquiry is carefully considered as the Boards do charge a fee. These fees are updated every year and are available from the Exams Office.

An enquiry about coursework must be referred to the Head of Department, as the Board will not remark an individual's coursework. The sample that was originally sent for moderation has to be returned for remark and **all** candidates have to agree to a remark for this to happen.

Should you have any further problems or enquiries, please contact the Exams Office. We will do our best to help.