

St Monica's R.C. High School

BURY OLD ROAD, PRESTWICH, MANCHESTER M25 1JH

Tel: 0161 773 6436 Fax: 0161 773 7155

Email: stmonicas@bury.gov.uk Web: www.stmonicas.co.uk



POST RESULTS SERVICES APPLICATION FORM – Summer 2018

Please use this form to order an Access to Scripts (ATS) request, a Clerical Re-check or a Review of Marking.

Candidate Number:	Candidate Name:
Contact Email: *	

* outcomes and scripts received will be sent to this email address

INFORMATION FOR CANDIDATES

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

When an enquiry is made about a result, there are three possible outcomes:

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

WARNING: before making a decision please check your overall mark and where it sits within the boundary of the grade you have been awarded.

In order to proceed with an enquiry, you must sign and complete the form below. This informs the Head of St Monica's RC High School that you understand what the outcome might be, and that you give your consent to an enquiry about results being made. **You must submit this form and make the relevant payment via the Parent Pay system by the deadline date (see overleaf). Unfortunately, no applications can be made until we are in receipt of payment and the candidate consent below. Please note we are unable to accept cash or cheques.**

Please complete the boxes below for the service/s you require.

**Service - Access To Script(s)

ATS P - Priority Copy of a Script (to support a Review of Marking)

Copy of Reviewed Script (to be requested at the same time as a Clerical Check/Review of Marking)

**Service - Remark(s)

Service 1 - Clerical Re-check

Service 2 - Standard Review of Marking

Service 2P - Priority Review of Marking - (Edexcel GCSE only)

Awarding Body	Subject	Paper Ref	Paper Ref	Paper Ref	**Service (see above)	Cost (see overleaf)
<i>Example:Edexcel</i>	<i>GCSE Maths</i>	<i>1MA1 1F</i>	<i>1MA1 3F</i>	<i>-</i>	<i>Service 2</i>	<i>£ 79.00</i>
					Total Cost	

Candidate Consent:

I give my consent to the Head of my Examination Centre, Number 32234, St Monica's RC High School to make an enquiry about the result of the examination(s) listed above. In giving consent, I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as originally awarded in the subject.

Signature of Candidate:

Date:

Internal Use Only:							
Date ordered:	Spreadsheet:	Requested by:	Acknowledgement:	Outcome:	MIS updated:	Refund Processed:	Received by:

This form will be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.

POST RESULT SERVICES FEES AND DEADLINE DATES – AUGUST 2018

GCSE/LEVEL 2 BTEC

	AQA	Edexcel/Pearson	OCR	WJEC	Deadline for applications	<u>Estimated Completion</u>
	GCSE	GCSE	GCSE	GCSE		
ATS P – Priority Copy (to determine if a request for a clerical check or review of marking is required)	N/A	FREE*	£11.75	£11.00	12pm 30/08/18	In school by 7 th September
Service 1 - Clerical Check	£8.05	£11.10	£16.90	£11.00	12pm 20/09/18	Within 10 calendar days from request
Service 2 - Standard Review of Marking	£37.55	£39.50	£47.00	£36.00	12pm 20/09/18	Within 20 calendar days from request
Copy of a Reviewed or Clerical checked Script – <i>if required.</i> (to be requested when making application for Service 1 or 2)	£14.35	£12.20	£11.75	£11.00	12pm 20/09/18 – With Service 1 OR 2	To be delivered after completion of services 1 or 2.
Service 2P - Priority Review of Marking (only offered by Edexcel)	N/A	£45.40	N/A	N/A	12pm 30/08/18	Within 15 calendar days from request

(* no annotations are included on the FREE scripts)

St Monica’s RC High School Examinations Department must receive all applications within the deadline date together with the correct fee before any application can be made. Payment should be made via the Parent Pay system. Unfortunately, we are unable to accept cash or cheques.

REQUESTS RECEIVED AFTER THE DEADLINE/CLOSING DATE WILL NOT BE ACCEPTED

(Dependent upon the individual exam board’s charging policy, a refund may be possible for Service 1, 2 and 2P if the outcome of the enquiry results in an amended grade)



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POST RESULTS SERVICES – Information and guidance for examinations taken in Summer 2018

Details of post-results services following from the issue of Summer 2018 results are outlined below along with the current fees and deadlines for applications overleaf. Please use the 'Post Results Services Application Form – Summer 2018' to apply.

ACCESS TO SCRIPTS

Priority Copy of Script:

This service should be used by candidates/teaching staff who may wish to support a possible application for Review of Marking - Service 2.

ENQUIRIES ABOUT RESULTS

Clerical Checks (Service 1)

GCSE

This is a re-check of all clerical procedures, with an outcome within an estimated 10 days, and includes:

- that all sections of the paper have been marked;
- that marks have been added up correctly;
- that the correct marks have been recorded.

Teaching staff and candidates should be aware that marks can be lowered as well as raised following the outcome of a clerical check. *Written candidate consent and payment is required for this service.*

Review of Marking (Service 2)

GCSE

This is a post-results review of the original marking to ensure that the agreed mark scheme has been correctly applied.

The service provides an outcome within an estimated 20 days and includes:

- the clerical check described for Service 1;
- a review of marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.

It is NOT a remarking of the script. **Staff and students should be aware that marks can be lowered as well as raised following the outcome of Review requests.** *Written candidate consent and payment is required for this service.*

Priority Review of Marking (Priority Service 2P) - offered by Edexcel/Pearson ONLY.

GCSE

If a student's place at college is dependent upon the outcome of a Review then Edexcel/Pearson offer a Priority Review - Service 2P. The service includes the process described for Service 2 with an outcome within an estimated 15 days. Teaching staff and candidates should be aware that marks can be lowered as well as raised following the outcome of Review requests. *Written candidate consent and payment is required for this service*

All queries concerning possible applications should be referred to the Head of Department in the first instance – please refer overleaf for email addresses.

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Should you wish to discuss any aspect of your result/post results services available please contact the relevant Head of Department

Subject	Head of Department	Email Address
Art/DT/Food/Textile Technology	Mrs A Gates	a.gates@stmonicas.co.uk
Business/Computer Science/ICT/Media	Mrs J Bonson	j.bonson@stmonicas.co.uk
Drama/Music	Miss A Breheny	a.breheny@stmonicas.co.uk
English	Mrs C Shaughnessy	c.shaughnessy@stmonicas.co.uk
French/Polish	Miss M Lewis	m.lewis@stmonicas.co.uk
Geography/History	Mrs J Flaherty	j.flaherty@stmonicas.co.uk
Maths	Miss. A Torkington	a.torkington@stmonicas.co.uk
PE	Mr P Meredith	p.meredith@stmonicas.co.uk
RE	Mrs E Crutchley	e.crutchley@stmonicas.co.uk
Science	Mr S Yorke-Robinson	s.yorke-robinson@stmonicas.co.uk