

Enquiry about Results for AS and A2 Summer Modules 2017

The exam office contact number is 07482 021277 from 08.30 – 2.30 from Friday 18th August until Thursday 24th August for any examination enquiries.

Key dates

Exam Results	Thursday 17 th August 2017
Last date for awarding bodies to receive request for photocopies for enquiry purposes.	Thursday 24 th August (Internal date 23rd August)
Last date for awarding bodies to receive Priority Service 2 enquiries about results.	Thursday 24 th August (Internal date 23rd August)
Date by which centres should receive GCE/AEA photocopies for enquiry purposes	7 th September 2017
Last date for awarding bodies to receive other EAR enquiries and to apply for late cash in	21 st September 2017 (Internal date 20 th Sept 2017)
Last date for awarding bodies to receive requests for original scripts.	28 th September 2017
Earliest date for confidential disposal of scripts.	17 th November 2017

Frequently Asked Questions

1. **How close was I to the next grade?** You need to find out what the maximum mark was for that module or award and then use the lookup table below.

Max Mark	A	B	C	D	E
90	72	63	54	45	36
100	80	70	60	50	40
105	84	74	63	53	42
120	96	84	72	60	48
300	240	210	180	150	120
600	480	420	360	300	240

2. **What if I just want my script back to look at before making a decision?**
If you have the original script back at the appropriate fee but **that then closes any further enquiries**. You can have a photocopy at the appropriate fee, if the exam board receives the request by the deadline. This is usually **7 calendar days** from the published result day. Once you have looked at the photocopy of your script you can then request a re-mark.
3. **What if I want a remark?**
You need to be clear when you ask for a remark whether you really want the marks added up again or you want an examiner to remark the paper. Assuming you want a remark then you need to complete the JCQ "Enquiry about results" form and ask for service 2. You will need to sign the bottom of the request form (see attached) which makes you aware that **the grade could go down**. If you want the script back or a photocopy then you have to add that fee to the total that you pay as indicate on the table below. You must also make sure that you log this request in the EAR Log Book in the Exams Office. There is a deadline for asking for a remark which is usually 3 weeks from receiving your results but see dates above.

4. What if I want my mark total checked?

You need to complete the JCQ enquiry about results form and request service 1. You must also make sure that you log this request in the EAR Log Book in the Exams Office.

5. How long will a remark take?

Usually this doesn't take more than 3 weeks but the board doesn't set a deadline.

6. What if my re-mark result comes back after the deadline to apply to re-sit the module, will I be charged late fees?

You will not be charged any late entry fee and the exam board will take your re-sit request as normal because they are already aware of your enquiry.

7. What if I want the script back after the re-mark?

It is probably best to ask for this at the same time as the remark. Remember that if you get the original then you can't appeal but a photocopy keeps the options open. You may wish to get a photocopy before deciding about a remark.

8. What if I have my AS or A2 grade and now want to resit a module?

Complete a re-sit form detailing the component number and season when you want to re-sit and ask for the cash in code to be re-submitted.

If there are further questions then please don't hesitate to ask Mrs Price.

Services	AQA	CIE	EDEXCEL	OCR	WJEC
Access to Original script	11.00	13.34	7.75	11.00	12.00
Access to Photocopy of script	13.95	34.76	10.30	11.40	12.00
Service 1 – Clerical check per module	16.10	17.96	10.30	16.40	10.00
Service 1 – Clerical check + photocopy of script	30.05	34.76	20.60	27.80	22.00
Priority service 2 (June) - Remark	50.30	53.81	46.00	56.30	45.00
Priority service 2 (June) – Remark + photocopy script	64.25	68.25	56.30	67.70	57.00
Service 2 – Remark	42.25	43.47	38.60	45.60	35.00
Service 2 – Remark + photocopy of script	56.20	62.48	48.90	57.00	47.00

Please make sure that you bring all the relevant details and a cheque made payable to KLBS. If you are requesting a remark with a photocopy/original script payment is requested in two cheques, one for the remark request and one for photocopy/original script request.

L.M. Price
Exams Officer
Summer 2017

Listed below

- Candidate request form (Appendix A) for remark *Candidate request form can be down loaded from: <http://www.jcq.org.uk/examination-system/post-results-services>
- Access to scripts form

APPENDIX A

AQA City & Guilds CCEA OCR Pearson WJEC

ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form

Information for candidates

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

If your school or college makes an enquiry about a result and a subsequent appeal of 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.

In order to proceed with the enquiry about results, 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 enquiry about results being made.

Candidate consent form

Centre Number

Centre Name

Candidate Number

Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

.....
.....

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: Date:

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

ACCESS TO SCRIPTS

Candidate request form for Photocopy/Original Script

Centre Number 57051	Centre Name Katharine Lady Berkeleys' School
Candidate Number	Candidate Name
Subject	Component/unit code
Photocopy/Original <i>delete as appropriate</i>	Fee paid

Signed:

Date:.....

This form should be retained within the centre.