

Enquiry about Results for GCSE Summer 2017

Key dates

Issue of exam results.	Thursday 24 th August 2017
Last date for awarding bodies to receive EAR enquiries	21 st September 2017 (Internal date 20th Sept)
Earliest date original scripts will be returned to centres	21 st September 2017
Last date for awarding bodies to receive requests for original scripts to support teaching and learning	28 th September 2017
Date by which centres should receive original scripts	11 th November 2017
Earliest date for confidential disposal of scripts.	17 th November 2017

1. What if I want a remark?

If possible discuss your result with your subject teacher. 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 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, see dates above.

2. 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.

3. How long will a remark take?

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

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

Services	AQA	EDEXCEL	OCR	WJEC
Access to Original script	11.00	7.75	11.00	12.00
Service 1 – Clerical Check	8.05	10.30	16.40	10.00
+ photocopy script	22.00	20.60	27.80	22.00
Service 2 per unit – Remark	36.50	33.20	45.60	35.00
+ copy script	50.45	43.50	57.00	47.00

Please make sure that you bring all the relevant details including a completed *candidate request form and a cheque made payable to KLBS.

Mrs L 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 Original Script

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

Signed:

Date:.....

This form should be retained within the centre.