

School staff review GCSE results and sometimes, if they find that a pupil has missed a higher grade by a very small margin or the overall result is unexpected, they may wish to request a clerical re-check or a review of marking. If this applies to you, you will be asked to provide consent for this separately.

You may also wish to initiate a request yourself for a clerical re-check or review of marking where you are not happy with the subject grade received or you may wish to request a copy of your script.

To do this, please complete this form and submit it to the Exams Office as soon as possible, but **no later than Mon 16<sup>th</sup> September**.

Your request will be reviewed, taking into consideration all information available about your results, and a decision will be made as to whether or not the request should be supported and funded. If the school does not support the request you will be given the option to pay the appropriate fee and we will still make the request on your behalf.

(You may **not** make a request directly to the awarding body. Please note that fees for clerical re-checks and reviews of marking are refunded if the grade changes.)

Please be aware that there are three possible outcomes:

- **Your original mark is confirmed and there is no change to your grade**
- **Your original mark is raised and your grade may therefore be higher**
- **Your original mark is lowered and your grade may therefore be lower**

To request a Review of Results (RoR) service and/or an Access to Scripts (ATS) service, please complete the required information below and sign and date the form to confirm consent.

A summary of the services available are shown on the reverse of this form.

Candidate number		Candidate name		Candidate email		
Awarding Body	Qualification level	Subject title		Paper No.	Service	Fee
						£
						£
						£

**Candidate consent for clerical re-check or review of marking:**

I give my consent to the Examinations and Data Manager to submit a clerical re-check or review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking and any subsequent appeal may be lower than, higher than or the same as the result which was originally awarded for this subject.

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

**Candidate consent for access to and use of examination scripts:**

I consent to my scripts being accessed by my centre.

**Tick ONE of the boxes below:**

- If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

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

