

Guildford County School



Post Results Services

GCE Autumn 2020

Examinations and Data Manager: Mrs Samantha Roberts
Sroberts@guildfordcounty.co.uk

Assistant Examinations Officer: Mrs L Bishop
Lbishop@guildfordcounty.co.uk

Telephone: 01483 504089

ENQUIRIES ABOUT RESULTS

The Examination Boards offer you the following services upon receipt of your results. Please note the charges that apply to each service. All forms mentioned are available to download from the Exams section of the school website.

Service 1 (Clerical Re-Check)

This service offers a re-check of all clerical procedures leading to the issue of a result, including the totaling and recording of marks, and ensuring all parts of the script have been marked. To apply for a Service 1 Clerical Re-Check you must complete: 1) **Enquiries About Results- Clerical Review Form** and 2) **Candidate Consent Form**. Both forms must be returned to the Exams Office by **4th February 2021** with the appropriate fee (see fee table).

A photocopy of the checked script is also available and can be applied for at the same time as the check, however, this extra service carries a separate fee.

Service 2 Review of marking.

This re-view service ensures that the examiners mark scheme has been applied correctly. ***It is not a re-marking of the candidates script.*** This service includes the clerical re-checks detailed in Service 1, and also a review of marking of the mark scheme. To apply for a Service 2 review of marking you must complete; **1) Service 2 Review Request** and **2) Candidate Consent Form**. Both forms must be returned to the Exams Office by **4th February**, with the appropriate fee (see fee table).

You can also request a photocopy of the re-marked script at the same time, for a separate fee.

Please bear in mind that your mark and grade may be **raised, confirmed** or **lowered** as a result of any re-view and a this is why a Candidate Consent Form must be completed.

You may request a photocopy of your marked script **before** deciding whether to request a review (deadline permitting). Please note if you have previously requested the return of your original script you will not be able to have a review.

Access to Copy Scripts

If you wish, you may have your **photocopied scripts** for GCSE units from the awarding bodies returned as a priority. To apply for a photocopied script you must complete: **Request for Priority Copy of Script**. Photocopied Scripts forms must be return to the Exams Office by **4th February**, with the appropriate fee.

This is the last day on which you can apply for a priority photocopied script.

Please note that you are not allowed to contact awarding bodies directly.

Whether you are returning to school or not, your script(s) will be available for collection from the Exams Office. If, upon receipt of the photocopied script(s), you wish to subsequently apply for a re-view, you must contact Mrs. Roberts immediately. The deadline for review requests is **4th February**.

Access to Original Scripts

If you wish, you may have your **original script(s)** for GCSE examinations returned from the awarding bodies. To do this, you should complete an 'Access to Original Scripts' form from the Exams Office and return it by **4th February** with the required fee *per script*.. Note that there can be **no** appeal for re-mark upon receipt of original scripts.

If you receive a script – whether original or photocopied – you must observe the awarding bodies rule that scripts **must not** be disposed of, written on or otherwise tampered. The awarding bodies may request the return of scripts and **candidates who have tampered with scripts will be penalised by disqualification from the exam and any other exams taken in the same session.**

Certificates

Certificates are not awarded to candidates who obtain a U grade.

Your certificates will be available for collection from the school. for dates). **If you would like to collect your certificates, please first contact the exams office to ensure they are ready for when you arrive.** Please note however, that any certificates not collected can only be held in school for a maximum of one year, after which they will be destroyed. Replacement certificates will then have to be sought from the exam boards at your cost (£45 on average per board).

Finally, remember that you must contact Mrs. Roberts, the Examinations Officer, if you wish to re-take any exams during the 2021 academic year, and you must look out for and observe strictly the published fees and deadlines.

Service Fees

Service	Request Deadline	Fee Payable Per Script
Access to Photocopied Scripts	4 th February	£16.50 per unit
Access to Original Scripts	4 th February	£12.50
Review	4 th February	£40 per unit
Review/Re-check - With Photocopied Script	4 th February	As above <u>plus</u> £16.50 per unit
Re-Check – Clerical	4 th February	£9 per unit