



Please tick a box to indicate which service is required. Fees are shown overleaf.

A fee is payable for each unit, some exams have more than one unit. Please write the fee in the box provided (under your tick). Fees are shown overleaf.

If a review results in grades being changed there is no charge made.

IMPORTANT: MARKS AND GRADES CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK OR GRADE

Pupil Name:

				Deadlines 31.08.2023 Issued by 07.09.2023	Deadline 28.09.2023 Issued by 03.11.2023	Deadline 28.09.2023 Outcome issued within 10 calendar days of application		Priority deadline 24.08.2023 Outcome issued within 15 calendar days of application Non-priority deadline 28.09.2023 Outcome issued within 15 calendar days of application			
Subject	Exam Code	Unit No.	Exam Board	Priority Access to Scripts (ATS)	Non-priority Access to Scripts (ATS) for teaching purposes	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	TICK THIS BOX IF YOU WANT PRIORITY	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
Please tick a box to indicate if the service is required and write the cost in the box underneath											
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				£	£	<input type="checkbox"/>	£	£	<input type="checkbox"/>	£	£
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				£	£	<input type="checkbox"/>	£	£	<input type="checkbox"/>	£	£
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				£	£	<input type="checkbox"/>	£	£	<input type="checkbox"/>	£	£

I hereby authorise the above enquiry about my child's examination results and agree to pay any costs incurred.

Total for services requested £

Signature of parent/guardian Date

I give my consent to the head of my school or college to submit a clerical re-check or a 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.

Parents: Payments method will be organised by school when completed form is returned. Reference: Child's initial and surname and the letters ROR. The amount should be for the cost of the services you require. If the outcome involves a grade change (up or down) there will be no fee payable and the fees will be returned to you. Requests for an enquiry will not be actioned unless fees have been paid in advance and the application form has been completed and signed by a parent AND the student.

Please return this completed form in envelope Reception FAO Exams Officer with reference as above no later than the deadline shown for the service. Requests / payments made after the deadline can not be actioned. Please record the date you paid for the services below.

Payment for the services has been made on (date)

Signature of student Date



Fees are per candidate per exam unit. Some exams can have more than one unit.

A fee is payable for each unit, some exams have more than one unit. The fees for each unit are shown below.

If a review results in grades being changed there is no charge made.

IMPORTANT: MARKS AND GRADES CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK OR GRADE

	PRIORITY Deadlines 22.08.2023	Deadline 26.09.2023		Deadline 26.09.2023		PRIORITY deadline 22.08.2023		Non-priority deadline 26.09.2023	
	Priority Access to Scripts (ATS)	Non-priority Access to Scripts (ATS)	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	PRIORITY Review of Marking (Service 2P)	PRIORITY Review of Marking with Copy of Post Results Amended Script (Service 2P)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
AQA	£5.00	£5.00	£0.00	£9.05	£9.05	£57.85	£57.85	£48.65	£48.65
Edexcel (Pearson)	£5.00	£5.00	£14.50	£13.10	£27.60	£64.70	£79.20	£54.30	£68.80
OCR	£5.00	£5.00	£15.75	£10.75	£26.50	£75.75	£91.50	£61.50	£77.25
WJEC	£5.00	£5.00	£0.00	£11.00	£11.00	£55.00	£55.00	£46.00	£46.00

What are the services?

Access to Scripts (ATSC)	Access to a copy script prior to review of marking or to support teaching and learning. Available as priority for GCE exams with University places pending and non-priority to assist teaching and learning.
Return of Original Script (ATSO)	Allows you to request the original script after / with a post-result service amendment.
Clerical Check of Marks (Service 1)	A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script has been marked; totalling of marks; recording of marks.
Clerical Check with Copy of Checked Script (Service 1)	As previously described plus a copy of the script
PRIORITY Review of Marking (Service 2)	PRIORITY SERVICE FOR GCE EXAMS FOR UNIVERSITY PLACES PENDING. A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.
PRIORITY Review of Marking with Copy of Post Results Amended Script (Service 2)	PRIORITY SERVICE FOR GCE EXAMS FOR UNIVERSITY PLACES PENDING. As previously described plus a copy of the reviewed script
Review of Marking(Service 2)	A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.
Review with Copy of Post Results Amended Script (Service 2)	As previously described plus a copy of the post results amended script