

Enquiry about Results for GCSE Summer 2019

Key dates

Issue of exam results.	Thursday 22 nd August
Last date for awarding bodies to receive EAR enquiries	Thursday 19 th September (Internal date 18th Sept)
Last date for awarding bodies to receive requests for original scripts to support teaching and learning	Thursday 26 th September

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. 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.

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 contact the exams office.

lprice@klbschool.org.uk – Mrs Price

hmorgan@klbschool.org.uk – Mrs Morgan

Fees are approximate and may change

Services	AQA	EDEXCEL	OCR	WJEC
Access to Original script (closes any line of further enquiry)	11.30	free	11.75	12.00
Service 1 – Clerical Check	8.05	11.10	17.45	12.00
+ photocopy script	22.40	22.20	29.60	24.00
Service 2 per unit – Remark	37.55	39.50	48.50	37.00
+ copy script	51.90	51.70	60.65	49.00

Please make sure that you bring all the relevant details including a completed *candidate request form and a cheque made payable to KLB School. 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 the photocopy/original script request.

Mrs L Price
Exams Officer
Summer 2019

Listed below

- Candidate request form (Appendix A) for remark *Candidate request form can be down loaded from:www.jcq - Post Results Service
- Access to scripts form can be down loaded from:www.jcq - Post Results Service

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.

AQA City & Guilds

CCEA

OCR

Pearson

WJEC

ACCESS TO SCRIPTS

Candidate request form for Original Script

Centre Number 57051	Centre Name Katharine Lady Berkeleys' School
Candidate Number	Candidate Name
Subject(s)	Component/unit code(s)
I	Fee paid

Signed:

Date:.....

This form should be retained within the centre.