

## **Exam results – services available**

If you are unhappy about an exam result, you can ask us to organise a clerical check, review of marking or we can send you the original or a copy of the marked paper (“[access to scripts](#)”).

There is a **fee** charged by exam boards which must be paid in advance. Depending on the outcome, this may be refunded to you – usually if the overall grade changes.

There is then an [appeal process](#) which can be instigated after discussion with senior staff here. Students and parents cannot request these directly from exam boards. The exams office or subject teacher will need to help you. Signed consent must be taken from the student, you will find an application/consent form [here](#).

There is also a deadline for these to be completed, as all exam results have to be ratified nationally in the Autumn. The sooner you contact the staff here the better; they may contact you also if they feel there is a case for a paper to be re-marked.

These normally take 2-3 weeks to be received back from the exam boards and the student will then be notified by email if they have left, or via their 6th form tutor.

Any queries please contact the Exams Team (Mrs Whelan or Mrs Norman) on 01243 826511 Ext. 247, 248 or email: [exams@felpham.org.uk](mailto:exams@felpham.org.uk)