

If you are unhappy about an exam result, you can do one of two things:

1. Pay for a Review of a Result (RoR) which is either a clerical check (just adding up the marks again in case there was a mistake) or a review of marking (to ensure the mark scheme has been applied correctly)
2. Pay for an Access to Script (ATS) where the awarding body sends you the original or a copy of your paper.

All requests have to be processed through the school's exams officer. Forms and fees will be available from the exams officer on results' day and on the website after that.

Before submitting any request for a review of marking (EAR2 or EAR2P), you should check how close you are to the grade boundary (i.e the next grade up or the next grade down) as a review of marking can have 3 possible outcomes:

- 1) Marks may go up and therefore your grade may also go up
- 2) Marks may stay the same, in which case the grade will not change
- 3) **Marks may go down and therefore your grade may also go down**

Grade boundary information is on display on results' day for you to refer to. Senior members of staff are also available to advise you. If you decide to proceed with a review of marking, you must sign a consent clause on the application form in acknowledgement of the above before your request can be processed by the exams officer. The appropriate fee must also be paid before any request can be processed. The preferred method of payment is by Parentpay so please be prepared to log on to your account to make the necessary payment. We are a cashless school and cannot therefore accept cash. We will accept cheques made payable to WCGS with the student's name on the back.

There are several RoR/ATS options available to you as listed below, with their deadlines. **These deadlines are set by JCQ, the exams regulator and must be adhered to. Late requests will not be accepted by the exam boards.**

EAR/ATS Service Options	WCGS RoR/ATS reference codes	JCQ Deadlines (Cut-off point is 12.00)	Standard Fees	
			GCSE	GCE
Clerical Check (to check all parts of script have been marked; marks totalled and recorded correctly)	EAR1	20/09/18	18.00	1800
Review of Marking(includes a clerical check plus a check that the mark scheme has been applied correctly)	EAR2	20/09/18	47.00	50.00
Priority Review of Marking ¹	EAR2P	GCE - 23/08/18 Edexcel GCSE – 30/08/18	50.00	60.00
Non-priority original script/copy of script ²	ATSO/ATSC	27/09/18	12.00	12.00
Post review copy of script ³	ATSR	20/09/18	15.00	15.00
Priority copy of marked script ^{2&4}	ATSP	GCE – 23/08/18 GCSE – 30/08/18	12.00	15.00
Clerical Check plus script ²	EAR1+	20/09/18	30.00	30.00
Review of Marking plus script ²	EAR2+	20/09/18	60.00	63.00
Priority Review of Marking plus script ^{1&2}	EAR2P+	GCE - 23/08/18 Edexcel GCSE – 30/08/18	62.00	72.00
Post-results charging policy: WCGS charges a flat-rate fee for all marking review and access to script services to cover the exam board fees and our administrations costs. A £3.00 admin fee will be incurred for all Edexcel scripts. The standard fee shown above will be applied to requests for all other awarding body scripts.				

¹Available for A Levels and Edexcel GCSEs only

²Access to any Edexcel script will incur a £3.00 admin fee, paid for on Parentpay. Post review scripts will be £15.00

³Please request this when you request a review of marking, using either the EAR2+ or EAR2P+ service

⁴Available for A Levels and Edexcel, OCR & WJEC GCSEs(not available for AQA GCSEs).

Things to consider before submitting RoR/ATS requests:

1. **If you have a university place pending, you should only request a priority review of marking (EAR2P).** Do not request a script first to decide whether or not to go for a review of marking – you will not get it back in time and you may lose your university place.
2. If you do not have a university place pending, you can request a priority copy of the marked paper (ATSP) which will be returned to you by 6th September. This still gives you time to request a review of marking before the deadline of 20th September.
3. **You cannot request to have your original script back and then ask for a review of marking.**
4. **If you are only a few marks above a grade boundary, it is particularly risky to go for a review of marking – you may end up worse off.**
5. Where there has been a downgrade as a result of a review of marking, the review request cannot be revoked and the original higher grade will not be re-instated.
6. If you are only a couple of marks below a grade boundary and have several exam scripts that could be reviewed, please discuss your options with your teacher or the subject leader. They are best placed to advise you on which paper to have reviewed, if any. Once an application is submitted, it cannot be cancelled so it is important you select the correct unit for review as you will be charged for it.
7. If you are half way between grade boundaries, it is unlikely your marks will change sufficiently to increase your grade. Please discuss any potential review of marking with your teacher or subject leader. Marking reviews are expensive and the awarding body charges a fee per script. You will only be refunded the fee if your unit or overall grade changes, depending on the awarding body policy.
8. Awarding bodies offer some **priority** services which have quicker turn-around times. A **priority** review of marking service, available for A Levels and Edexcel GCSEs, should be completed in 15 calendar days (cf. a non-priority review which can take up to 20 calendar days). **Priority** copies of marked scripts, available for A Levels as well as Edexcel, OCR and WJEC GCSEs, should be made available by 6th September (cf. non-priority scripts which are delivered between 21st September – 13th November). AQA do not offer any priority services for GCSE qualifications, only GCEs.
9. You may not request to have coursework units reviewed. These are marked by the school initially and then the marks are either confirmed or, in rare cases, adjusted by the awarding body. Only the school may request a review of coursework units and this has to be for the group of students whose work was originally selected for moderation, not an individual student's piece of work.
10. You may not request to have access to externally assessed A Level language speaking tests.
11. The school may not request your script without your consent.
12. If you wish to have a copy of the script as well as a review of marking, request it at the same time as the marking review. Do not make 2 separate applications otherwise you will not receive the script until between 21st September – 13th November.

Please contact the Exams Officer, Miss Clode, at pclode1@suttonmail.org in case of queries.