

Cheney School Examinations Office

POST-RESULTS SERVICES

Please read this form carefully, taking particular note of DEADLINES and FEES.
Late applications cannot be accepted.

Enquiries about Results (EAR)

Service 1: Clerical Re-check

A re-check of all clerical procedures, with access to scripts. This service does not re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc).

Fees: See GCE/GCSE EAR Fees

Application and payment must be made to Exams Office (J23) no later than **Monday 19 Sept 2016**

Service 2: Review of Marking

A script may be re-marked, with access to scripts. Marks may go up, down or stay the same.

Fees: See GCE/GCSE EAR Fees

Application and payment must be made to Exams Office (J23) no later than **Monday 19 Sept 2016**

Access to Scripts (ATS)

Requesting ORIGINAL Scripts

This service should be used except when deciding whether or not to apply for a GCE re-mark.

Fee: See GCE/GCSE EAR Fees

Application and payment must be made to Exams Office (J23) no later than
Monday 3 October 2016

GCE ONLY except EDEXCEL; PRIORITY Service: Requesting PHOTOCOPIED Scripts

This PRIORITY service is faster, but more expensive, and should only be used in order to decide whether or not it is worth applying for a re-mark.

Fee: See GCE/GCSE EAR Fees

Application and payment must be made to Exams Office (J23) no later than **Thursday 25 Aug 2016**
for GCE /Thursday 1 Sept 2016 for GCSE (Edexcel only)

PLEASE NOTE: A Post-Results Services Request & Candidate Consent Form (see over) **MUST** be completed for all EAR and ATS requests and payment made before applications will be processed.
Preferred payment is by cheque (made payable to 'Cheney School').

Cheney School Examinations Office

ENQUIRIES ABOUT RESULTS

Candidate Consent Form

It is recommended that a student discusses their examination grade first with the relevant subject teacher or relevant Head of Department before considering an EAR application.

Please read carefully before proceeding with your enquiry about your examination result.

If your examination centre makes an enquiry about the result of one of your examination units after your subject grade has been issued, there are three possible outcomes:

- Your original unit mark is lowered, so your final overall grade may also be lower than the original grade you received.
- Your original unit mark is confirmed as correct so there is no change to your final overall grade.
- Your original unit mark is raised, so your final overall grade may also be higher, but may also remain unchanged, compared to the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. The form must reach the Examinations Manager by the stated deadline.

Candidate Number	Candidate Name	Year group	Contact Details
			Email: Mobile:

Details of Enquiry

Awarding Body	Qualification level	Subject title	Paper/unit	Service

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 may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Student signature: Date:

For office use only

Amount Payable	Payment Type	Received from AB	Collected by student
£			