

This guide includes key information that you need to be aware of on the results day, useful hyperlinks for key resources, and also copies of QE post-results services and forms.

## If you are unhappy with your results

If you are unhappy with your results, please speak to your teachers about the best options for you. They will look at your marks and the grade boundaries. You might decide to see your exam paper, opt for a review, or re-sit your exam, here is an overview of what's available and when.

**Access to Scripts -Priority (PATS) and Non-Priority (NPATS)** - Access to a copy script prior to review of marking or to support 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 the script have been marked; totalling of marks; recording of marks.

**Clerical Check with Copy of Checked Script (Service 1S)** - As previously described plus a copy of the 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. A REVIEW OF MARKING CAN NOT BE WITHDRAWN ONCE SUBMITTED . 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 2S)** - As previously described plus a copy of the post results amended script

- A full guide to post-results services is available on the [JCQ website](#).

## GCSE Re-sits

**GCSE Maths & English** If you are moving on to college or a 6<sup>th</sup> form at another school please discuss with them resits in November or next summer. If you are staying on at Queen Elizabeth's school then we can offer resits for November for GCSE Maths and English only . Please discuss with the 6<sup>th</sup> form team.

**Other GCSEs** There may be the opportunity to sit as an External candidate in the summer 2025 series. There is fee payable for this service and spaces may be limited. Please email [exams@queenelizabeths.com](mailto:exams@queenelizabeths.com) as soon as possible and by 6<sup>th</sup> January 2025 to discuss if you wish to re-sit.

## QE Post-Results service and forms

On the following pages you will find...

- Fees and Deadlines
- Post-results services flow chart for exam results - Which post-results service is right for me?
- Enquiries about exam results and appeals form
- QE Post results service form – 2 pages

## Post-results services

### Reviews of Results (RoRs) & Access to scripts (AtS)

### Enquiry & Consent forms, Fees and Payment details

The post-results services available to individual candidates for the **Summer 2024** exam series are listed below. This number should be used to indicate the service(s) requested.

To apply for post-results services, please complete the information required in the boxes below and sign the form to confirm consent/permission

**COMPLETED FORMS SHOULD BE RETURNED DIRECTLY TO THE EXAMS OFFICE.**

**PAYMENT TO BE MADE TO LLOYDS BANK, FERNDOWN. ACCOUNT NAME: QUEEN ELIZABETH'S SCHOOL. SORT CODE: 30-93-25 ACCOUNT NUMBER: 41643168**

**Please note the deadlines for receipt of payment and forms to the school on the following Fees and Deadline page**







AQA    City & Guilds    CCEA    OCR    Pearson    WJEC

## Clerical re-checks, reviews of marking and appeals

### Candidate consent form

#### Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for 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.

To proceed with the clerical re-check or review of marking, 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 clerical re-check or review of marking being submitted.

#### Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

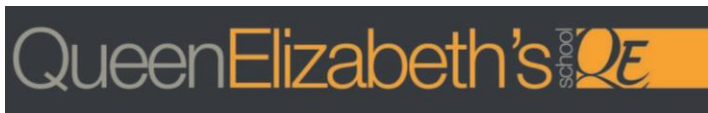
.....  
.....

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.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**

# GCSE Summer Results Day Guide 2024



<b>Candidate Number</b>		<b>Candidate name</b>	
<b>Contact telephone number</b>		<b>Contact email address</b>	

<b>Awarding body &amp; Qualification</b>	<b>Exam Paper code</b>	<b>Exam Paper title</b>	<b>Service number requested</b>	<b>Fee</b>
				£
				£
				£
				£
			<b>Total cost</b>	£

**Candidate consent statement for EAR requests:**

*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.*

**For exams office use only**

**Candidate Signature:**

.....

**Date:** .....

Consent/permission statements taken from JCQ [post-results services](#) booklet, Appendix A

Payment received	£
Service applied for	/ /
Outcome received	/ /
Candidate notified	/ /
Enquiry complete	/ /

**BOTH COMPLETED FORMS SHOULD BE RETURNED DIRECTLY TO THE EXAMS OFFICE AND RECEIPT OF FORMS WILL BE SENT BY EMAIL TO YOUR CONTACT EMAIL ON THE APPLICATION FORM**