



## Queen Mary's Grammar School

### Post Results Services

#### **Enquiries About Results (EAR)**

##### **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result.

This service will include the following checks:

- all parts of the paper have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Candidates' grades or marks can be raised or lowered.

The target completion of applications for this service is within 10 calendar days of the Awarding Body receiving the request. **(Please see Mrs Harrison directly should you wish to have a clerical re-check).**

##### **Service 2 (Review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

Candidates' grades or marks can be raised or lowered.

The target completion of applications for this service is within 20 calendar days of the Awarding Body receiving the request.

##### **Priority Service 2 (Review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**

This post-results review of marking service offers the same services as outlined above, but the Awarding Body aim to complete the enquiry within 15 days of acknowledging the request. This service is only available if the following criteria are met:

- the enquiry is about a GCE, GCSE (Edexcel only), AEA or Principal Learning Level 3 unit;
- a candidate's place in further/higher education depends on the outcome.

Candidates' grades or marks can be raised or lowered.



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#### Access to Scripts (ATS)

Where possible the ATS service is available for all GCE, AEA, GCSE and Principal Learning Level 3 externally assessed components.

#### **Priority Scripts (Photocopy)**

Priority scripts are available for GCE, GCSE (Edexcel, OCR & WJEC only), AEA and Principal Learning Level 3 the request window is up to seven days from the published day.

#### **Non-Priority Scripts (Original)**

A non-priority script is available for all components with an ATS facility.

**Once an original script has been returned to a candidate the security of the script has been compromised and it can no longer be subject to an enquiry or investigation.**

Key Dates		School Deadline Date
17 August 2017 (GCE)	A Level Results issued to candidates & Enquiries about Results (EAR) opens	
	Access to Scripts (Priority) closes	23 August 2017
	Priority Service 2 Enquiries about Results closes for GCE Level	23 August 2017
	Enquiries about Results (EAR) for GCE closes	20 September 2017
24 August 2017 (GCSE)	GCSE Results issued to candidates & Enquiries about Results (EAR) opens	
	Access to Scripts (Priority) closes (Only Edexcel, OCR & WJEC offer for GCSE)	30 August 2017
	Priority Service 2 Enquiries about Results closes for GCSE Level (Edexcel only)	30 August 2017
	Enquiries about Results (EAR) for GCSE closes	20 September 2017
	Access to Scripts (Non-Priority) - GCE & GCSE <b>(except AQA - deadline 24 Sept)</b>	27 September 2017

#### **Applications for Enquiries about Results**

- Years 9,10,11 & 12 applications to be made through the Examinations Office and paid for on line via ParentPay by the **school deadlines specified**; a letter is enclosed with your results with your access details to ParentPay;
- Yr 13 & Leavers applications to be made through the Exams Office and paid for by cash/cheque;
- in order to proceed with any enquiry a Post Results request form must be completed and signed by the candidate (request form enclosed with your results and available to download from the school website).