

Sixth Form

Enquiries about Results & Script Requests



Thomas Mills
High School & Sixth Form

Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If the school makes an enquiry about a result and a subsequent appeal of 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.*

In order to proceed with the enquiry about results, you must sign the form overleaf. 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 enquiry about results being made.

Please fill the details and sign overleaf, payment by Bank Transfer, without this a post results service cannot proceed.

By signing overleaf, you are giving your consent to the head of centre to make an enquiry about the result of the examination(s) listed. In giving consent, you understand that the final subject grade awarded to you 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.

The dates specified are set by the JCQ and not by Thomas Mills High School & Sixth Form. This form will be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.

Sixth Form Only – Post Result Services

Script Request	Access to a copy script prior to review of marking or to support teaching and learning. Available as priority for GCE exams with university places pending and non-priority to assist teaching and learning.
Clerical Check of Marks	A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script have been marked; totalling of marks; recording of marks.
PRIORITY Review of Marking	PRIORITY SERVICE FOR GCE EXAMS FOR UNIVERSITY PLACES PENDING. 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. <u>IMPORTANT: GRADES CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER GRADE. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.</u>
PRIORITY Review of Marking with Copy of Post Results Amended Script	PRIORITY SERVICE FOR GCE EXAMS FOR UNIVERSITY PLACES PENDING. As previously described plus a copy of the reviewed script
Review of Marking	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. <u>IMPORTANT: GRADES CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER GRADE. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.</u>
Review with Copy of Post Results Amended Script	As previously described plus a copy of the post results amended script if available. If it not available a report outlining any mark changes is created by the examiner.

When considering a review of marking, we would normally advise requesting the scripts back (this is free of charge) and asking a subject teacher or Head of Department to look at them first. They can then advise you as to whether there is a realistic chance of grades being altered.

Keep an eye on the deadlines as shown below, as applications received after the deadline will not be accepted

Post Results - Candidate Consent Form (Please use one sheet per exam/unit)

Sixth Form

Centre Number:	19125	Centre Name:	Thomas Mills
Candidate Name:		Candidate Number:	

Current Tutor Group: **Or** if you are no longer a Thomas Mills student Email address:

Details of enquiry

Awarding Body: Qualification level: Subject title, paper/unit:

(If there is more than one paper per subject, please state which paper you would like reviewed, you may need to speak to the Head of Department for guidance). Please ask for a different form for GCSE post results services.

Signed: **Student** **Date:**

Payment by Bank Transfer (refundable only if there is a change in grade following a review of marking):

Payee: **Thomas Mills High School** Sort code: **20-98-15** A/C: **13528189** Reference: **Student Name & Subject**

Please tick the post results service you require.

Please note that the cost is per paper not per subject. Please return this form before midday on the last working day before the deadline.							
	Priority Review of Marking Includes Clerical check (Deadline 20 th August 2026)		Non-Priority Review of Marking Includes Clerical check (Deadline 24 th September 2026)		Script Request (see deadlines below)		Clerical Check of Marks (Deadline 24 th September)
OCR	£83.50 review only,		£67.75 review only		Free priority, (deadline 20 th August)		£12.00
	with a reviewed copy of script, £83.50		with a reviewed copy of script, £67.75		Free nonpriority, (deadline 24 th September)		
Edexcel	£68.00 review only,		£57.00 review only,		Free priority, (deadline 20 th August)		£14.00
	with a reviewed copy of script, £83.00		with a reviewed copy of the script, £72.00		Free nonpriority, (deadline 24 th September)		
AQA	£61.70 Includes a copy of the reviewed script.		£51.95 Includes a copy of the reviewed script.		Free priority (deadline 20 th August)		£9.70
					Free nonpriority, (deadline 24 th September)		

I give permission for a copy of my script to be seen by the Head of Department Yes/No