



**ST CLEMENT'S  
HIGH SCHOOL**

## **Post-results services**

There are a number of services available to students once GCSE results have been received. In all instances students must discuss their applications with the relevant subject teacher/head of department before requesting post results services.

Students must provide written consent before any applications can be made. Applications can be made using the form provided on results day.

### **Services available**

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

*The script is not reviewed but it is checked to ensure that all marks have been added up correctly and all questions have been marked.*

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

*Review of original marking to ensure that the agreed mark scheme has been correctly applied – reviewers do NOT re-mark scripts. If you wish to apply for a review of marking please contact your subject teacher for advice.*

#### **Service P2) Priority review of marking**

*This service is only available for Edexcel. As above (service 2) – faster service for students whose post sixteen place depends on the outcome. If you wish to use this service you must email the Exams Officer at [m.lemm@stclementshigh.org.uk](mailto:m.lemm@stclementshigh.org.uk) by the published school deadline (TBA)– applications received after this date will not be processed.*

#### **Access to scripts**

*Students may request copies of their marked scripts. These can be used to determine if an application for a review of marking should be made. The sooner this application is made the sooner the script will arrive.*

### **Priority access to scripts**

This service is only available for AQA and only for a short time. This service can be used to help students decide if they would like to make a service 2 – review of marking application.

**Exam board deadlines are published on the post-results services form included with student results. Deadlines are final and any applications received after these dates will not be processed.**

**The school will only fund review of marking applications in exceptional cases. All other requests must be paid for, in full, before we can process the application. In all cases you *MUST* speak to your subject teacher before making an application as it is possible for your marks and final grade to be lowered as a result of any review. The school reserves the right not to process any application it believes is not in the best interest of the student (further information can be found on the school website.)**

### **What if I am not happy with the result of the review of marking?**

If you are not happy with the result of your review the next stage is to launch an appeal. This is a detailed and expensive process which involves consultation with the Head of centre. You will need to see the Exams Officer and your subject teacher before proceeding with the appeal so that you are fully aware of all the action you need to take.

### **Any other concerns.**

If you have any concerns regarding your results or post-results services please contact Mrs Lemin at [m.lemine@stclementshigh.org.uk](mailto:m.lemine@stclementshigh.org.uk)