

Clerical Re-check/Review of Marking/Access to Script (CCEA)

Review of Results – Services, Closing dates and Charges

Service Number	Service Description	Closing Dates	Key Skills	GCSE Linear	GCSE Modules/ Units	GCE Modules/ Units
1	Clerical re-check	28 Sept	£8.50	£8.50	£8.50	£8.50
2	Review of Marking by Component/Unit (i.e. by script/paper)	28 Sept	£22.00 (Level 3 only)	£24.30	£18.45	£24.30
Priority 2	Priority review of Marking by Component/Unit (i.e. by script/paper)	24 Aug	N/A	N/A	N/A	£36.55

Access to Scripts – Services Closing Dates and Charges

Service Description	Closing Dates	Issued to centres by	Service Charge
Access to digital copy of a script before a review of marking – only available for GCE subjects Service 2 or Priority Service 2.	31 Aug	7 Sept	£8.50
Access to digital copy of scripts before a review of marking – only available for GCSE subjects Service 2.	7 Sept	14 Sept	£8.50
Access to digital copy of Candidate Assessment Form (CAF) before a review of marking – only available for GCE Music Unit 1, GCE Performing Arts Unit 2 and GCSE Music Component 1.	31 Aug (GCE)	7 Sept	£2.50
	7 Sept (GCSE)	14 Sept	
Access to digital copy of reviewed script after a review of marking – available for GCSE and GCE papers – must be applied for as part of Service 2 or Priority Service 2.	24 Aug (Priority Service 2)	9 Nov	£8.50
	28 Sept (Service 2)		
Access to digital copy of script to support teaching and learning - available for GCSE and GCE - these are not eligible for the Reviews of Results Service. <i>Please note, these scripts will not be issued until after the closing date for Review of Results has passed.</i>	28 Sept	9 Nov	£6.30
Access to digital copy of Candidate Assessment Form (CAF) to support teaching and learning - only available for GCE Music Unit 1, GCE Performing Arts Unit 2 and GCSE Music Component 1. These are not eligible for the Reviews of Results Service. <i>Please note, these scripts will not be issued until after the closing date for Review of Results has passed.</i>	28 Sept	9 Nov	£2.50

The information needed to complete the next section can be found on your results slip.

Centre Number : 71865

Candidate Number: _____

Candidate Name: _____

Email Address: _____

Form Class: _____

Please complete the table below by ticking (✓) as required.

Please note that each service has a specific cost (see above).

Subject	Teacher	Module Code	Clerical re-check	Review of marking by component	Priority Review of marking by component	Access to copy of a script (before review of marking) GCE	Access to copy of scripts (before review of marking) GCSE	Access to copy of Candidate Assessment Form (CAF) before a review of marking	Access to copy of reviewed script after a review of marking – GCSE and GCE	Access to digital copy of script	Access to digital copy of Candidate Assessment Form (CAF)

Please note that the relevant JCQ Candidate Consent Form(s) must be completed and signed before an application is submitted. These are also available on the school website. Please return completed forms to the General Office.

Please also note that Marks/Grades can go down.

Additional Information

Please note that the charges for Services 1, 2 and Priority 2 are for each script (paper) requested and not for all the scripts in a subject.

A fee will NOT be charged for these services in the following circumstances:

1. If the Review results in a change to an **overall** subject grade (up or down) **when a candidate has cashed-in**. No charge will apply to **any** units requested for the subject.
2. If the Review results in a change to the **notional** unit grade (up or down). No charge will apply to the individual unit **only**.

SERVICES INFORMATION

Service 1: Clerical re-check

A clerical re-check of a script and a statement of marks for the component/unit.

Service 2: Review of Marking by Component/Unit (i.e. by script/paper)

A review of marking of an externally assessed component (i.e. a script or other assessed item) for an individual candidate, including a clerical re-check and a breakdown of marks for that component/unit. A photocopy of the reviewed script will be available on request.

Service 2A: Priority Review of Marking by Component/Unit (i.e. by script/paper)

Priority review of marking of an externally assessed component/unit (i.e. a script or other assessed item) for an individual candidate, including a clerical re-check and breakdown of marks for that component/unit.

Candidates are advised to apply for this service only if a place in higher education is dependent on the outcome. We strongly recommend that centres request this service as soon as possible following the issue of results so that reviews can be completed in time to meet UCAS admissions deadlines. A photocopy of the reviewed script will be available on request. The fee for a photocopied script is indicated on the first page.

Access to Scripts

When requesting Access to Scripts, candidates should note that CCEA's quality assurance checks on scripts before dispatch may result in a change of mark. Marks may go up as well as down and candidates should be made aware of this before signing the request form.

The corresponding Mark Scheme will accompany all Access to Scripts request types.

Candidate Assessment Form (CAF)

In relation to access to a copy of the Candidate Assessment Form (CAF) for AS/A2 Music Unit 1 and Performing Arts Unit 2 assignments, note that these **cannot be provided before priority review of marking**.

Appeals

If a centre intends to apply for an examination appeal, they should request a photocopy of the script. If an original hard copy script has been returned to the centre under the Access to Scripts Service, it cannot form part of a review of marking or a subsequent appeal.

For Office Use ONLY

Entered		Completed	
Outcome		System Updated	
Paid	PARENTPAY	Amount (£)	