

Clerical Re-check/Review of Marking/Access to Script

Review of Results – Services, Closing dates and Charges

Service Number	Service Description	Closing Dates	GCSE Modules/ Units
1	Clerical re-check	18 May	£8.50
2	Review of Marking by Component/ Unit (i.e. by script/paper)	18 May	£18.45

Access to Scripts – Services Closing Dates and Charges

Service Description	Closing Dates	Service Charge
Access to digital copy of a script before a review of marking.	4 May	£8.50
Access to digital copy of reviewed script after a review of marking – must be applied for as part of Service 2.	18 May	£8.50
Access to digital copy of script to support teaching and learning – 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>	18 May	£6.30

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	Access to digital copy of a script (before review of marking)	Access to digital copy of reviewed script after a review of marking	Access to digital copy of script to support teaching and learning

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 and 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.

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. All scripts will be provided as digital copies and will be uploaded to the Post Results application. This includes the scripts requested to support teaching and learning.

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/CARD	Amount (£)	