

Dear Students,

We very much hope that you have reason to celebrate today and that your results are a fair reflection of the work you have put in over the last years.

If, however, your results are not what you had hoped to achieve, you have a number of services available to you. After discussing this with your subject teacher, Head of Year or Head of Sixth Form, you need to decide which of these services – if any – you might like to pursue. They are:

Clerical Check (Service 1)

A clerical check of a marked paper makes sure:

- All the pages were marked
- All the marks were counted
- The result matches the marks on the paper.

The awarding bodies have to complete the check within 10 days of receiving the request.

Review of Marking (Service 2)

Review of Marking

A post-results review of marking is carried out to make sure the agreed mark scheme has been applied correctly. It includes the clerical check (Service 1). The Review of Marking is **not a re-marking** of the candidate's script. Reviewers will only act to correct any errors identified in the original marking.

The awarding bodies have to complete the review within 20 days of receiving the request.

Priority Review of Marking

A priority review of marking is the same as a review of marking, but is only available for AS and A Levels, Cambridge Technicals and other Level 3 qualifications in the June 2022 series. The priority service has an earlier deadline than the standard service.

The awarding bodies have to complete the priority review within 15 days of receiving the request.

Review of Moderation (Service 3)

A post-results review of moderation is a review of the original moderation to ensure the assessment criteria have been fairly, reliably and consistently applied. It is **not a re-moderation** of an individual candidate's work.

This service is not available for individual candidates.

Access to Scripts

Centres may request:

- Copies of scripts to support reviews of marking. This is a priority service that ensures copy scripts are returned to the Centre (Larkmead School) in sufficient time to allow decisions to be made whether a (non-priority) review of marking should be applied for.
- Copies of scripts to support teaching and learning (non-priority) – for all general qualifications.

Please be advised that candidate's consent is required in writing in all cases. This is especially relevant for Clerical Checks and Reviews of Marking, as with these services candidates' **marks and subject grades may be lowered** (as well as go up or remain the same). All services carry a fee which has to be paid by the candidate and is payable in advance. Please see fees and deadlines document.

Please come and see us in the Exams Office if you want to pursue any of these avenues.

With many good wishes,

Clare Harding and Caroline Oliver (Exams Managers – Job Share)

