

# The Harefield Academy - Review of Results Form for Summer 2022

## Candidate Consent Form

1. All requests for post results services must be made through school. The awarding bodies will not accept private applications.
2. **YOU MUST DISCUSS YOUR CONCERNS** with a senior member of staff, preferably the Head of Department of the subject you have an enquiry about.
3. If after discussion you still wish to query a result, it is possible to have a 'Service 2 Review of marking'.
4. Please refer to the reverse of this form for details and costings.
5. You will be charged for the review of marking UNLESS the grade for that paper is changed.

There is a possibility of three outcomes. You must also be aware that the mark **is very likely to remain unchanged**.

- a. Your original mark is **confirmed as correct**, therefore no change to your grade.
- b. Your original mark is **raised so your final grade may be higher** than the original grade you received with charges refunded.
- c. Your original mark is **lower so that your final grade may be lower** than the original grade you received.

In order to proceed with the enquiry or appeal, please sign and complete the form below. This tells us that you have understood what the outcome might be and that you give your consent to the enquiry or appeal being made.

### Students and Parents

- I understand that the final subject grade awarded may be a lower or higher grade or remain unchanged.
- I (Parent) agree to have the costs applied to my child's ParentPay account and to settle the balance, pay in cash or by cheque BEFORE the deadlines.
- Candidate signature ..... Date ..... Email address .....
- Parent name ..... Telephone ..... Email address .....
- Parent signature ..... (If candidate is under 18 yrs.)

### What are the services?

#### Access to Scripts (ATS)

Access to a copy script prior to review of marking or to support teaching and learning

#### Return of Original Script Post Results (ATSO)

Allows you to request the original script after / with a post-result service amendment

#### Clerical Check of Marks (Service 1)

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.

#### Clerical Check with Copy of Checked Script (Service 1)

As previously described plus a copy of the script

#### Review (Service 2)

This is post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

A copy of the reviewed script may also normally be requested at the same time (additional fees may apply).

**IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.**

#### Review with Copy of Post Results Amended Script (Service 2)

As previously described plus a copy of the reviewed script.

**If you wish to make an Enquiry About a Result, all costs must be met by the parent prior to the application.**

<b>Candidate Name</b>							
<b>Candidate Number</b>							
<b>Exam Board</b> (AQA, Edexcel, OCR etc)							
<b>Level</b> (A Level, GCSE, BTEC L1/2 or BTEC L3)							
<b>Subject</b>							
<b>Unit Code</b>							
<b>Paper Reference</b>							
<b>Type of Request</b>	<b>Please tick</b>				<b>Fee</b>		
Access to Scripts (ATS)							
Return of Original Script Post Results (ATSO)							
Clerical Check of Marks (Service 1)							
Clerical Check with Copy of Checked Script (Service 1)							
Review (Service 2)							
Review with Copy of Post Results Amended Script (Service 2)							
Priority Review (Service 2) – A Levels only							
<b>**NCFE Child Care – Available on request**</b>							
<b>Exam Board</b>	<b>Access to Scripts &amp; Return of Original Scripts</b>	<b>Priority Copy of Script</b>	<b>Priority Review of Marking Per Script/Paper</b>		<b>Service 1 - Clerical Check Per Script/Paper</b>	<b>Service 2 - Mark Review Per Script/Paper</b>	
AQA	Free Deadline 29 <sup>th</sup> Sept 2022	Free A Level Deadline 1 <sup>st</sup> Sept 2022 GCSE Deadline 8 <sup>th</sup> Sept 2022	A Levels only - £52.85 Deadline 25 <sup>th</sup> Aug 2022		£8.25 Deadline 29 <sup>th</sup> Sept 2022	GCSEs - £38.35 A Levels - £44.40 Deadline 29 <sup>th</sup> Sept 2022	
Edexcel Pearson	Free Deadline 29 <sup>th</sup> Sept 2022	Free A Level Deadline 25 <sup>th</sup> Aug 2022 GCSE Deadline 1 <sup>st</sup> Sept 2022	A Levels & L3 BTECS - £58.70 Deadline 25 <sup>th</sup> Aug 2022 – A Levels GCSEs & L1/2 BTECs - £48.70 Deadline 1 <sup>st</sup> Sept 2022 – GCSEs		£11.90 Deadline 29 <sup>th</sup> Sept 2022	GCSEs & L1/2 BTECs - £42.40 A Levels & L3 BTECS - £49.20 Deadline 29 <sup>th</sup> Sept 2022	
OCR	£13.25 Deadline 29 <sup>th</sup> Sept 2022	£14.00 A Level Deadline 1 <sup>st</sup> Sept 2022 GCSE Deadline 8 <sup>th</sup> Sept 2022	A Levels only - £66.75 Deadline 25 <sup>th</sup> Aug 2022		£19.50 Deadline 29 <sup>th</sup> Sept 2022	GCSEs & A Levels - £54.25 Deadline 29 <sup>th</sup> Sept 2022	
<b>Received</b>	<b>Requested</b>	<b>Outcome</b>	<b>Staff</b>	<b>Candidate</b>	<b>Payment</b>	<b>Sims</b>	<b>SISRA</b>
<b>Exam Board Reference</b>			<b>Grade</b>	<b>Mark</b>	<b>New Grade</b>	<b>New Mark</b>	<b>Outcome</b>

**\*\*\*To be completed by Exams Officer Only \*\*\***

Forms can be emailed to [helen.howley@theharefieldacademy.org](mailto:helen.howley@theharefieldacademy.org) or handed into reception