

## ENQUIRIES ABOUT RESULTS (EAR)

If you are considering a re-mark of one or more of your exam papers please contact your subject teacher. They should be able to give you a breakdown of your marks and how close to the grade boundaries they are.

If you then wish the school to process an Enquiry About Results (EAR) or Access to Scripts (ATS), please complete the consent form and return to the Longhill Exams and Data Manager with the appropriate fee before the deadline of **MONDAY, 22<sup>nd</sup> SEPTEMBER 2025**.

### Available Options:

#### Service 1 – Clerical check (EAR1)

A check of all clerical procedures which lead to the issuing of the result, making sure:

- all parts of the exam paper have been marked
- marks have been recorded/added up correctly
- special consideration has been applied (where appropriate)
- the grade boundaries have been applied accurately

#### Service 2 – Review of marking (EAR2)

Check of examiners marking. This includes:

- clerical check (as detailed in Service 1 above)
- a review of marking of units/components by a senior examiner

#### Access to Scripts (ATS)

You may request to have your marked script returned after an EAR.

You may also request to just have your marked script returned however, once this has been returned you will be unable to request an Enquiry About Results.

#### PLEASE NOTE:

If you make an Enquiry About Results there are three possible outcomes:

- 1 Your original mark is confirmed as correct and there is no change to your grade.
- 2 Your original mark is raised so that your final grade may be higher than the original grade you received. In this case your fee will be refunded for the **question paper(s)** where your mark was raised.
- 3 Your original mark is **lowered** so that your final grade may be lower than the original grade you received.  
**Please be aware that in this case, the LOWER mark will count.**

---

***Any requests that arrive after the deadline of the 22<sup>nd</sup> September will NOT be processed***

## Appendix A – Clerical rechecks, reviews of marking and appeals – Candidate consent form



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

### Clerical re-checks, reviews of marking and appeals

#### Candidate consent form

##### Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

##### Candidate consent form

Centre number 56150	Centre name Longhill High School
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

.....  
.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**

## Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

### Access to Scripts

#### Candidate consent form for access to and use of examination scripts

Centre number 56150	Centre name Longhill High School
Candidate number	Candidate name
Qualification level/subject	Component unit/code

☐ I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- ☐ If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
- ☐ If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months.**

# Review of Results (RORs) Request for GCSE Post Results Service

August 2025



**LONGHILL**  
HIGH SCHOOL

Pupil Name \_\_\_\_\_

*Please tick a box to indicate whether or not a service is required. Fees are shown overleaf.*

*A fee is payable for each unit, some exams have more than one unit. Please write the fee in the box provided (under your tick). Fees are shown overleaf.*

*If a review results in a grade being changed (up or down) there is no charge made.*

**IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK**

				Deadlines: Decisions for Review of Marking 22.09.2025		Deadline 22.09.2025		Deadline 22.09.2025	
Subject	Exam Code	Unit No.	Exam Board	Access to Scripts (ATS)	Return of Original Script - At Time Of / Post Results (ATS0)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
<b>Please tick a box to indicate if the service is required and write the cost in the box underneath</b>									
				<input type="checkbox"/> £	<input type="checkbox"/>	<input type="checkbox"/> £	<input type="checkbox"/> £	<input type="checkbox"/> £	<input type="checkbox"/> £
				<input type="checkbox"/> £	<input type="checkbox"/>	<input type="checkbox"/> £	<input type="checkbox"/> £	<input type="checkbox"/> £	<input type="checkbox"/> £
				<input type="checkbox"/> £	<input type="checkbox"/>	<input type="checkbox"/> £	<input type="checkbox"/> £	<input type="checkbox"/> £	<input type="checkbox"/> £

I hereby authorise the above enquiry about my child's examination results and agree to pay any costs incurred.

Signature of parent / guardian .....

Date .....

Total for services requested
£

I give my consent to the head of my school to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

**Parents: Please make a bank transfer to Account No: 10803168 Sort Code: 30-80-12 Payee: Longhill High School Reference: Child's initial and surname and the letters ROR. The amount should be for the cost of the services you require. If the outcome involves a grade change (up or down) there will be no fee payable for that SINGLE question paper and the fees will either be placed as a credit on your school fees account or, returned to you if your child is leaving. Requests for an enquiry will not be actioned unless fees have been paid in advance and the application form has been completed and signed by a parent AND the student.**

**Please return this completed form to our Examinations Officer and make your payment no later than the deadline shown for the service. Requests / payments made after the deadline can not be actioned. Please record the date you paid for the services below.**

Payment for the services has been made on (date) .....

Signature of student .....

Date .....



*Fees are per candidate per exam paper/unit. Some exams can have more than one paper/unit.*

*A fee is payable for each unit, some exams have more than one unit. The fees for each unit are shown below.*

*If a review results in a grade being changed (up or down) there is no charge made.*

**IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK**

	Deadlines: 22.09.2025		Deadline 22.09.2025 Outcome issued within around 10 days of application		Deadline 22.09.2025 Outcome issued within around 20 days of application	
	Access to Scripts (ATS)	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
<b>AQA</b>	£0.00	£0.00	£9.40	£9.40	£43.50	£43.50
<b>Edexcel (Pearson)</b>	£0.00	£0.00	£14.00	£29.00	£50.00	£65.00
<b>OCR</b>	£0.00		£11.50	£11.50	£65.25	£65.25
<b>WJEC</b>	£0.00		£11.00	N/A	£43.00	N/A

#### 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 has 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)	A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. <b>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.</b>
Review with Copy of Post Results Amended Script (Service 2)	As previously described plus a copy of the reviewed script.