REVIEWS OF MARKING & ACCESS TO SCRIPTS – **GCSE**

Enquiry, consent, and payment form – St. Laurence School

What services are available?

|  |  |  |
| --- | --- | --- |
| **Service** | **Type** | **What happens?** |
| 1 | Clerical check | The adding up and recording of marks are checked. |
| 2 | Review of marking | The exam paper is checked to make sure it was marked correctly according to the mark scheme. Marks are changed if the new examiner feels there has been a clear marking error. |
| 3 | Access to script | You get your original exam paper back after the close of review of marking window. This may be electronic or hard copy depending on the exam board. |
| 4 | Priority access to script | You get a copy of your exam paper back quickly so you can decide whether to apply for a review of marking. |

Can I have my coursework or non-examined assessment re-marked?

* No. This service is not offered to individual students by the exam boards.

What do I have to pay?

* Below are the prices per exam paper, not per subject. Each subject will have between one and three papers, which must be requested separately.
* Payment can be made by BACS (email [exams@st-laurence.com](mailto:exams@st-laurence.com) for details), cheque or cash.
* Please make cheques payable to St. Laurence School.

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| **Service** | **Type** | **Deadline** | [**GCSE**](http://filestore.aqa.org.uk/admin/library/AQA-ENTRY-FEES-2013-2014.PDF) |
| 1 | **Clerical check**  Please add an additional fee per paper if a photocopy of the reviewed script is required for OCR (£15) & WJEC (£11) only. AQA & Edexcel reviewed scripts are free | **12.00pm**  **Thu, 28 September 2023** | AQA: **£9**  Edexcel: **£13**  OCR: **£10 (£25 with copy of script)** WJEC: **£11 (£22 with copy of script)** |
| 2 | **Review of marking**  Please add an additional fee per paper if a photocopy of the reviewed script is required for OCR (£15) & WJEC (£11) only. AQA & Edexcel reviewed scripts are free | **12.00pm**  **Thu, 28 September 2023** | AQA: **£41**  Edexcel: **£45**  OCR: **£58 (£73 with copy of script)** WJEC: **£40** **(£51 with copy of script)** |
| 3 | **Access to scripts to support teaching & learning** | **12.00pm**  **Thu, 28 September 2023** | **Free for all exam boards** |
| 4 | **Priority access to scripts to support a review of marking** | **12.00pm**  **Thu, 7 September 2023** | **Free for all exam boards** |

What can happen to my mark or grade?

* Marks and grades can go up, go down or stay the same.
* If your overall grade for a **subject** increases, we will return your payment.

|  |  |
| --- | --- |
| **Name:** | **Candidate number:** |
| **Contact number:** | **Email:** |

***Please use one line per exam paper, not per subject.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Awarding**  **Body** | **Subject** | **Exam paper code & title** | **Service No.** | **Fee (per paper)** |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  | **Total cost** | **£** |

Can parents authorise this review of marking?

* No.
* This form **must** be signed by the candidate in the box below. If the candidate is not able to sign a form and give permission, please contact the Exams Office on exams@st-laurence.com to discuss the best action.

***For Exams Office use only:***

|  |  |
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| I give my consent for St. Laurence School to request an exam script or make an enquiry about the result of the examination(s) listed above. In giving consent, I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.  **Candidate Signature:**    ………………………………………………..................................................................... | Payment received £ |
| Service applied for date:  Outcome received date: |
| Candidate notified method & date: |

Please return this form, along with the relevant payment, to the Exams Office via school reception or email to [exams@st-laurence.com](mailto:exams@st-laurence.com) (electronic version available in the Exams section of the school website.