**Sheldon School**

**Post-Results Services – GCSE / Level 2 – June 2024 Examination Series**

**Submit to:** [**exams@sheldonschool.co.uk**](mailto:exams@sheldonschool.co.uk) **or by post to school.**

**Helpful links at:** [**https://www.sheldonschool.co.uk/home/information/exam-information/**](https://www.sheldonschool.co.uk/home/information/exam-information/)

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| **Name:** | **Exam (candidate) number:**  **Tutor Group 2023/24** |
| **Contact number:** | **Email:** |

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| **Exam Board** | **Level / subject**  i.e. GCSE English Language | **Exam paper title and number**  i.e. Paper 1 | **Service**  (see reverse) | **Fee** (see reverse) per paper,  not per subject |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
| **Sheldon Bank Details**  Bank: Lloyds Bank PLC  Payments to: Sheldon School  Sort code: 30-91-99 Account: 37316960  Please include student surname and “exam” in description. | | Cash, cheque or ParentPay\*.  Cheques made payable to Sheldon School.  \*ParentPay may have been deactivated for leavers. | **Total cost** | £ |

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| I give my consent to Sheldon School to make an enquiry about the result of the examination(s) listed above.  If applying for a review of marking, I confirm I have considered this carefully, and I understand my overall grade may go up, down, or stay the same.  **Candidate signature: Date**    ………………………………………………................................ ………………………………….  An electronic (typed) signature is acceptable, but the email request **must** come from the student’s email account. |
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Can parents sign? No. This form **must** be signed by the candidate.

**For Exams Office use only:**

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| Payment received: | Service applied for and date: | Outcome received and date: |

**Please turn over for fees and deadlines.**

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| **Service** | **Type** | **Deadline**  \*Board deadline  Form required by the Exams Office **two working days** prior to this date. | **GCSE / Level 2 Qualifications**  All costs are per paper  not per specification. |
| ATS | **Access to scripts**  **(online)** | 28 September 2024\*  **AQA** if a priority copy is required, the board deadline is 5 September 2024. | All boards: Free,  but see note below\*\* |
| **Description:** Can help students to make an informed decision regarding progressing to a review of marking (service 2 below).  \*\*Please note that although the exam boards do not charge for this service, due to the administration involved, the school will consider carefully requests for multiple scripts if a student is not near the grade boundary. The Exams Office may request a contribution towards such costs which would typically be £5 per paper, to be paid prior to processing requests. | | |
| 1 | **Clerical re-check**  Completed within 10 calendar days of submission to board. | 26 September 2024\* | AQA: £9  Pearson: £12.50  OCR: £11 (£27 including script) WJEC: £11.00 |
| **Description:** Check that all parts of the script have been marked, the totalling of marks, the recording of marks. Your overall grade can go up, down or stay the same. | | |
| 2 | **Review of marking**  Completed within 20 calendar days of submission to board. | 26 September 2024\* | AQA: £42 (includes script)  Pearson: £44.50 (£58.30 with script)  OCR: £62 (£78 with script) WJEC: £40.00 (does not include script) |
| **Description:** 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.  Your overall grade can go up, down or stay the same. | | |
| 3 | **Review of moderation:** If centre marks have been adjusted by the board during moderation and the school has concerns. This service checks that the moderator has made an accurate judgement. This service is only available if the Head of Faculty feels there is a genuine issue for the whole cohort, so is normally considered by teaching staff in the first instance. | | |

Can I have my coursework or controlled assessment re-viewed?

* No. This service is not offered by the awarding bodies to individuals. Please refer to the faculty with questions and see 3 above.

What do I have to pay?

* You have to pay for each exam paper, not for each subject.
* Payment must be made when submitting the form by cash, cheque (payable to Sheldon School) or Parentpay.
* If your overall grade for a **subject** (not unit/paper) increases we will return your payment.