



Cardiff High School



GUIDANCE FOR RESULTS DAYS – Summer 2023

Grades & Marks

Please note that the print out of your exam results shows only the results for entries made this summer.

Post Results Service - PRS

If you feel strongly that your grade does not reflect the way you believe you performed in the exam you can apply for a post result service. There are two types of services offered to candidates:

- i) **Access to Scripts (ATS)**
- ii) **Enquiries about Results (EARS).**

All requests for these services must be made in person through the school and **not directly to the Exam Board**. The EAR service is subject to fees.

i) Access to Scripts – ATS

Candidates can request access to their examination scripts for the purposes of informing future learning. It is also possible to request a **priority copy** of a script. This can be used by candidates to review their performance and decide whether they wish to pursue an EAR. Where a priority application for a script is made, the copies will be available before the deadline for an EAR submission.

ii) Enquiries about Results - EAR

Candidates can request a Review of Marking (ROM). This means that the exam board looks again at their examination script. The following services are available:-

ROM Service 1	Clerical re-check	A re-check of all clerical procedures leading to the issue of the result.
ROM Service 2 (includes clerical check)	Post results review of marking	A review of the original marking to ensure that the agreed mark scheme has been applied correctly.
ROM Service 2P (includes clerical check) (A & AS Level only)	Post results priority review of marking	A priority review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service only applies where a candidate's place in Higher Education depends on the outcome.

It is possible to also request a copy of a reviewed script, but this request must be made at the same time as requesting a Service 2 EAR and there is a box for this on the appropriate form.

IMPORTANT: -

Regulations require schools to have a candidate's written consent before processing requests. In giving consent, a candidate is indicating that they understand **that the outcome can be lower than, higher than or the same as the grade which was originally awarded.**

If the overall grade or unit grade (the letters not the numbers) changes, then the exam board will not charge and the school will provide a refund. Outcomes will be sent to candidates by e-mail.

How to make an application for a Post Results Service

Deadlines and fees for Post Results Services are set by examination boards. These are shown below. However, please note that applications for post results services cannot be made without written consent from the candidate and payment of the service fees. To ensure accuracy of submission, this process is carried out in person at school. This can be done in September; however, staff will be available at specific times in the holidays to process any urgent applications. This is particularly relevant where a candidate's place in Higher Education depends on the outcome.

Applications for services related to Post Results Services for both GCSE and AS/A Level can only be processed, either in school in September, or at the following times during the summer holidays:-

<i>Thursday 17th August 2023</i>	<i>A Level and AS Results Day</i>	<i>10am – 12.30pm</i>
<i>Friday 18th August 2023</i>	<i>The day after A/AS Level Results Day</i>	<i>9.30am – 12.30pm</i>
<i>Thursday 24th August 2023</i>	<i>GCSE Results Day</i>	<i>10am – 12.30pm</i>
<i>Alternatively, applications can be made in September before the deadlines shown below. Students should see their Achievement Leader for guidance about the process they need to follow.</i>		

Post Results Service Fees and Exam Board Deadlines for Summer 2023				
	Service	Fee	Deadline	Outcome Issued by
Access to Script (ATS)	<i>AS/A Level Priority Script</i>	<i>Free</i>	<i>31st August</i>	<i>7th September</i>
	<i>GCSE Level Priority Script</i>	<i>Free</i>	<i>7th September</i>	<i>14th September</i>
	<i>Non - Priority Script</i>	<i>Free</i>	<i>28th September</i>	<i>3rd November</i>
Enquiries about Results (EARS)	<i>Service 1 (Clerical Check)</i>	<i>£11</i>	<i>28th September</i>	<i>Within 10 calendar days of application</i>
	<i>Service 2 (Review of Marking)</i>	<i>GCSE £40</i>	<i>28th September</i>	<i>Within 20 calendar days of application.</i>
		<i>A/AS Level £46</i>		
<i>Service 2P (Priority Review of Marking) A/AS Level only</i>	<i>A/AS Level only £55</i>	<i>24th August</i>	<i>Within 15 calendar days of application</i>	
<i>We can only process your application on receipt of payment. Please bring cash or a cheque as we are unable to accept card payments. Please contact the school if you have any concerns about payment of fees</i>				

Certificates

Certificates will be sent to school in mid-November and are kept in school for one year after the exams have been taken. Please note that it is the candidate's responsibility to collect their certificates from school reception. If you have not claimed your certificates within the year, you will need to apply to the exam board directly and there will be a charge.