**Post-results services**

There are a number of services available to students once exam results have been received. In all instances students must discuss their applications with the relevant subject teacher/head of department before requesting post results services.

Students must provide written consent before any applications can be made. Applications can be made using the form provided in this envelope.

**The School will then submit a request for a clerical re-check or a Review of Marking on your behalf. 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.

**Services available**

**If you wish to use any of these Services please complete and return the form in your envelope on make your payment on Results Day. Alternatively you can bring the form into the school with your payment. You will need to report to Reception, ring the bell and ask for someone from Exams. This will need to be done between the hours of 8am and 10am Monday to Friday.**

**Any applications received after the given deadlines will not be processed.**

**Service 1) Clerical re-check Deadline Midday 25th September 2025**

*The script is not reviewed but it is checked to ensure that all marks have been added up correctly and all questions have been marked.*

**Service 2) Review of Marking** **DEADLINE Midday 25th September 2025**

**Service 2a) Review of Marking with individual Report OCR Only Deadline Midday 25th September 2025**

This Service is available for Cambridge Technicals and general qualification units/components that are not available through the access to scripts provision.

**Service P2) Priority Review of Marking AQA,OCR and WJEC Midday 21st August 2025**

**Edexcel Midday 22nd August 2025**

*This service is only available for AS, A Level and Level 3 Cambridge Technicals in the June 2025 series**.*

**Service P2) Priority Review of Marking- EDEXCEL only GCSE** **DEADLINE Midday 29th August 2025**

**Priority Access to scripts to be submitted to the Exams Office by Midday on the following dates**

**Priority Access to Scripts Deadline AQA only GCE 28/08/2025 and GCSE 04/09/2025**

**Priority Access to Scripts Deadline OCR Cambridge Technicals only 28/08/2025**

**Access to Scripts all Exam Boards by Midday 25/09/2025**

**The Cost of Access to Scripts is £25 per subject, however if you then decide to pay for another service the £25 will be refunded.**

***Students may request copies of their marked scripts, There is an admin fee of £25 which will be refunded if you then decide to pay for another service. These can be used to determine if an application for a review of marking should be made. The sooner this application is made the sooner the script will arrive. You will need to email the exams office by midday on the deadline dates-applications received after this time/date will not be processed****.*

The school will only fund review of marking applications in exceptional cases. All other requests must be paid for, in full, before we can process the application. In all cases you **MUST** speak to your subject teacher before making an application as it is possible for your marks and final grade to be lowered as a result of any review. The school reserves the right not to process any application it believes is not in the best interest of the student (further information can be found on the school website.)

**HOW MUCH WILL MY ENQUIRY COST?**

Exam Board fees for post-results services are given on the back page of this leaflet. Prices listed are per candidate **per unit/paper**, unless otherwise stated. You must pay up-front for all services. If your review of marking request is successful (i.e. your subject grade changes) the cost will be refunded. If your grade stays the same (even if the unit mark goes up) then your payment will be processed.

**HOW DO I PAY?**

Please pay when submitting the form provided with your results. Your application will not be processed until we have received payment. Payment should be made at the Exams Office by Card between 8am and 10am Monday-Friday

**WHAT IF I AM NOT HAPPY WITH THE RESULT OF MY REVIEW OF MARKING?**

If you are not happy with the result of your review the next stage is to launch an appeal. This is a detailed and expensive process which involves consultation with the Head of centre. You will need to see the Exams Officer and your subject teacher before proceeding with the appeal so that you are fully aware of all the action you need to take.

**ANY OTHER CONCERNS.**

If you have any concerns regarding your results or post result services please contact the Exams Office at [exams@springwoodhighschool.co.uk](mailto:exams@springwoodhighschool.co.uk)

**CERTIFICATES**

If you are unable to collect your Certificates on presentation evening (17 December 2025 for KS5 and 22 January 2026 for KS4 ), then you can collect them from the Exams Office. Alternatively we can post them using Recorded Delivery however there will be a charge of £3.50 to cover the cost.

To collect the certificates please report to Reception and ask for the Exams Office. We are open Mon – Friday 9am – 2pm term time only.

If you wish to have them posted please email the Exams Office [exams@springwoodhighschool.co.uk](mailto:exams@springwoodhighschool.co.uk) with your full name and candidate number.

Please note any certificates not collected will be destroyed 12 months after the date of issue per JCQ regulations. You will be able to obtain copies from the relevant exam boards but you will be charged for this service.

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| **Service** | **Description** | **AQA** | **Edexcel** | **OCR** | **WJEC** |
| Service 1 | Clerical re-check | £9.40 | £13.10 | £11.50 | £11.00 |
| Service 1 | Clerical recheck for Cambridge Technicals |  |  | £25 Admin Fee |  |
| Service P2 | Priority review of marking GCSE |  | £53.70 |  |  |
| Service 2 | Review of marking GCSE and L1/2 | £43.50 | £46.70 | £65.25 | £43.00 |
| Service 2 | Review of marking A and AS and L3 includes copy of reviewed script | £50.40 | £54.30 | £65.25 | £49.00 |
| Service 2 | BTEC Per Unit/Component |  | £46.70 |  |  |
| Service P2 | Priority review of marking A and AS Level L3 and BTEC | £59.90 | £64.70 | £80.25 | £58.00 |
| Service 2a | Review of marking with individual report and other qualifications not available through the access to scripts provision |  |  | £141.25 |  |
| Priority Access to scripts | Copy of marked Script | £25 per Subject | £25 per Subject | £25 per Subject | £25 per Subject |
| Access to Scripts | Copy of marked Script | £25 per Subject | £25 per Subject | £25 per Subject | £25 per Subject |
| ATS Post review of marking and copy of and copy of script |  |  | £14.50 |  |  |