



Please read through this information carefully before submitting any forms as the guidance given changes from year to year.

Following receipt of your results, you may feel that the marks you have received do not truly reflect your ability, or you may wish to receive copies of your exam papers in order to review where you can make improvements. If either of these situations applies to you, please read the following information very carefully to enable you to reach an informed decision about your next course of action.

SERVICES

The services offered by the exam boards via WGS are broadly as follows:

SERVICE TYPE	EXPLANATION
Access to Scripts	<p>A copy of your exam paper will be obtained and given to you/ your teacher. It is then your responsibility to review your exam paper to identify gaps in your knowledge.</p> <p>Some exam boards will allow this as a priority service for those whose places at university/a different Sixth Form provider are dependent upon improved grades.</p> <p>You may not receive non-priority scripts until November, as the exam boards do not prioritise these requests.</p>
	<p>Standard Access to Script Service – All exam boards; All subjects:</p> <p>For teaching and learning; to enable you to identify gaps in your knowledge.</p>
	<p>Priority Access to Script Service – A Level: All exam boards; GCSE/iGCSE – Edexcel/OCR ONLY:</p> <p>Available only to WGS Leavers who need to see the exam paper before deciding to proceed with a Standard Review of Marking.</p>
Clerical Re-check	<p>All exam boards; All subjects:</p> <p>An examiner checks your script to ensure all questions have been marked and that all marks have been counted.</p> <p>A copy of the re-checked script may also be requested.</p>
Review of Marking	<p>A Clerical Re-check is performed and a second examiner checks for errors of marking. Please note the second check will only identify marking errors i.e. where a mark has been missed or incorrectly applied. A recount of marks will also be undertaken.</p>
	<p>Standard Review of Marking – All exam boards; All subjects:</p> <p>As above. Outcomes typically communicated within 30 days.</p> <p>A copy of the re-checked script may also be requested.</p>
	<p>Priority Review of Marking – A Level: All exam boards; GCSE/iGCSE – Edexcel ONLY:</p> <p>Available only to WGS Leavers whose place in Sixth Form or University is dependent upon an increased grade. Outcomes typically communicated within 18 days.</p> <p>A copy of the re-checked script may also be requested.</p>



A review of coursework marks cannot be made using this method. If centre moderated marks have been agreed by the exam board, a review of marking cannot be requested.

Please note:

- Some services are only available to AS/A Level students and those leaving WGS
- Some services provided by exam boards may not be available from others

Completing a Post-Results Request

If you wish to proceed with any post-exam services you must do the following:

- Discuss your decision with a member of teaching staff
- Check the flow-chart enclosed to be sure which service you require
- Duplicate the required form/s: you may photocopy the forms enclosed in your results pack, download forms from the school website or access the forms via Firefly. **Requests made via email cannot be accepted**
- **Complete a separate form for each exam paper you wish to receive (Access to Scripts) or have reviewed (Review of Marking) – E.G. iGCSE Biology consists of two exam papers. To have the entire subject reviewed/receive both exam papers back, you must complete two forms.**
- Ensure you (the candidate) have fully completed and signed the form. **We cannot accept requests from parents/guardians as the candidate must sign the form to give permission for the school to act on their behalf. Forms that are incomplete or incorrect will result in a processing delay**
- Put your request/s into an envelope (including payment where applicable – see below) marked **WGS Post Exam Services** and hand to Main Reception or put it in the Post-Exams box in the Sixth Form Centre Office.

Outcomes and Charging for Requests

Students leaving WGS

You must enclose payment for all requested services – applications will not be processed without prior payment. Please enclose separate cheques for each of your requests. On the rear of each cheque please write **candidate name, subject, exam board and the service you requested**. Following receipt of the outcome of reviews of marking, any permissible refunds of charges will be arranged by the Finance Department.

Students continuing to study at WGS

You will be billed at a later date.

Dependent upon the outcome of a review of marking request, the charging of fees falls into the categories below:

OUTCOME	CHARGE
Overall subject grade <u>does not</u> change	YES
Unit mark <u>changes</u> but subject grade <u>remains unchanged</u>	YES
<u>Old Modular Subjects Only:</u> Unit grade changes	NO
Overall subject grade changes	NO

Exam Certificates

If you are continuing your studies at WGS your certificates will be issued during an assembly slot.

If you are leaving WGS you must collect your certificates from Main Reception. **We cannot post out exam certificates.**

Whether leaving or remaining at WGS you must sign to say you have received your certificates as they are your responsibility.

Please note that WGS is only obliged to keep certificates for one year following receipt of results; following this, certificates must be destroyed. If you do not collect your certificates within one year of your exam results it is your responsibility to contact the exam boards who will charge you for a statement confirming your grades.



Important Dates

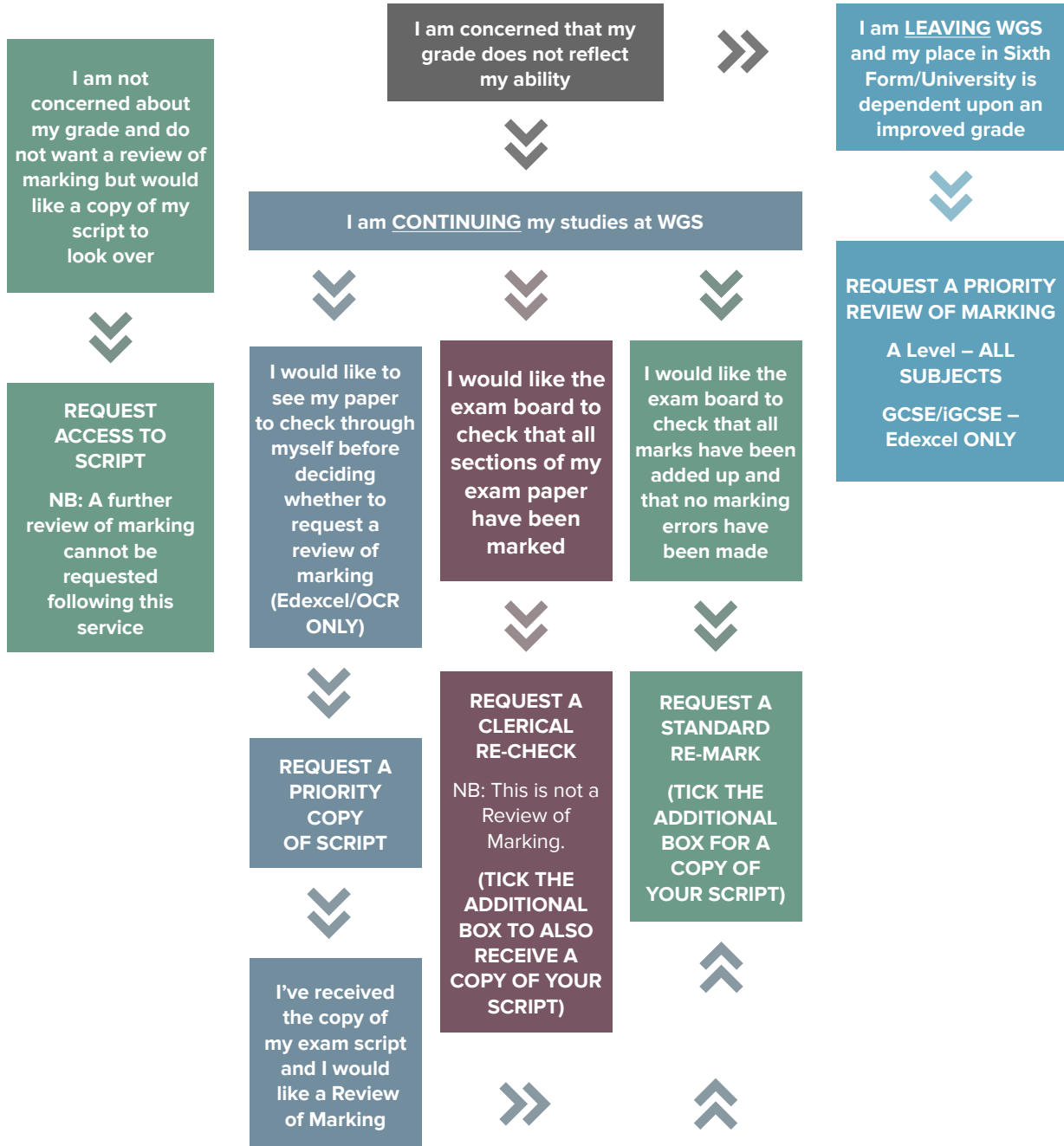
Thursday 16th August	AS/A Level results issued.
Tuesday 21st August (12pm)	Final day to submit A Level Priority Review of Marking and Priority Access to Script requests to WGS.
Thursday 23rd August	GCSE/iGCSE results issued.
Tuesday 28th August (12pm)	Final day to submit Edexcel iGCSE Priority Review requests/OCR Priority Access to Script to WGS (open only to leavers of WGS and those whose place in Sixth Form is dependent on a review of marking)
Friday 14th September (5pm)	Final day to submit Clerical Re-Check, Review of Marking, Access to Script requests to WGS.
Monday 19th November	Date from which exam certificates will be available for collection. NB: If you are awaiting the outcome of a Post-Results request, issue of your certificates may be delayed.

Outcomes of these services will be sent to the email address you provide on the form. Please ensure you check your junk folder as the attachments we send from the exam boards often result in our emails being treated as junk by certain email providers.

If you have any further questions, please email, jrw@wgs-sch.net, cap@wgs-sch.net or exams@wgs-sch.net



Which Post-Examination Service do you require?



Appeals

Following the outcome of a Review of Marking, if you remain concerned about your grade, an appeal may be submitted. The request and grounds for appeal must be made in writing by the candidate to the Head within 14 days of receipt of the outcome of your Review of Marking. The appeal can only be made if you have genuine concern that the exam board has not followed correct procedure – being unhappy that your grade has not gone up is not sufficient grounds for an appeal. You will need to include detailed information and clear evidence citing how the exam board has not followed correct procedure. First Stage appeals typically cost between £150 and £200.

Please note:

- You will be emailed the outcome of your Review of Marking request on the date of its receipt. This email will be sent to your preferred email address.
- If you have requested a hard copy of an original exam script, an appeal cannot be made.