



Pupil Name _____ Candidate Number _____

Pupil Email Address: _____ Pupil Contact Number _____

Deadline Dates:

- For copy scripts to determine whether to review marking – 8 September 2022
- For requests for reviews - 29 September 2022
- For requests for access to scripts – 29 September 2022

*Please tick the service required using the boxes on the top line OR write PRIORITY if you require PRIORITY service.
 Fees are shown overleaf. Some exams have more than one paper, fees are payable PER PAPER.
 Please write the fee in the box provided. If a review results in a higher grade, monies will be refunded.
IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK*

Subject and Paper Number	Exam Code	Unit No.	Exam Board	Copy of Marked Paper (ATSC)	Return of Original Script (ATSO)	Return of Original Script - Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1 plus script copy)	Review (Service 2)	Review with Copy of Post Results Amended Script (Service 2)
				£	£	£	£	£	£	£
				£	£	£	£	£	£	£
				£	£	£	£	£	£	£
				£	£	£	£	£	£	£
				£	£	£	£	£	£	£

I hereby authorise the above enquiry about my child's examination results and agree to pay any costs incurred.

Signature of parent/guardian

Total for services requested £

I hereby authorise the above enquiry for my examination results Signature of student

Please return this completed form to Mrs Edwards, Examinations Officer together with a cheque made payable to Cox Green School, to cover the cost of the services you require. This cheque will be held until the outcome of the enquiry is known. Should there be no cost incurred, the cheque will be returned to you. Requests for an enquiry will not be actioned unless this application form has been completed and signed by a parent AND the student. IF YOU DO NOT RECEIVE AN EMAIL CONFIRMING RECEIPT OF YOUR REQUEST BY 3pm Wed 28th AUGUST, PLEASE EMAIL g.edwards@coxgreen.com

Fees are per candidate per exam unit. Some exams can have more than one unit.
If you want a service on each of the units then you must apply the fees for each unit.

Deadline Dates:

- For copy scripts to determine whether to review marking – 8 September 2022
- For requests for reviews - 29 September 2022
- For clerical re-check – 29 September 2022
- For requests for access to original scripts – 29 September 2022

Outcome issued by around 15th September 2022
Outcome issued within around 20 days of application
Outcome issued within around 10 days of application
Issued by 3rd November 2022

	Copy of Marked Paper (ATS)	Return of Original Script (ATSO) <i>(no request for review of marking possible once this is requested)</i>	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	PRIORITY Review (Service 2P)	PRIORITY Review with Copy of Post Results Amended Script (Service 2P)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
AQA	No charge	No charge	No charge	£8.25	£8.25	N/A	N/A	£38.55	£38.55
Edexcel (Pearson)	No charge	No charge <i>(review of marking IS still possible)</i>	£13.10	£11.90	£25.00	£48.70	£61.80	£42.40	£55.50
OCR	£14.00	£13.25	£14.00	£19.50	£33.50	N/A	N/A	£54.25	£68.25
WJEC <i>(all scripts are electronic versions)</i>	£11.00	£11.00	£11.00	£11.00	£22.00	N/A	N/A	£37.50	£48.50

What are the services?

Copy of Marked Paper (ATS)	Allows you to request copies of your marked exam papers
Return of Original Script (ATSO)	Allows you to request your original script. IMPORTANT: Once you have this, you can't then request a review of marking, however, OCR send scanned copies (not originals) and you may therefore still request a review of marking from OCR as long as your request for the review of marking is received before the deadline.
Return of Original Script Post Results (ATSO)	Allows you to request the original script after / with a post-result service amendment
Clerical Check of Marks (Service 1)	A check of all clerical procedures which lead to a result being issued. IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK
Clerical Check with Copy of Checked Script (Service 1)	As previously described plus a copy of the script
PRIORITY Review (Service 2)	PRIORITY SERVICE FOR GCSE WHERE A HIGHER EDUCATION PLACE IS PENDING (Edexcel only and excludes BTECs). A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK
PRIORITY Review with Copy of Post Results Amended Script (Service 2)	PRIORITY SERVICE FOR GCSEs WHERE A HIGHER EDUCATION PLACE IS PENDING. As previously described plus a copy of the reviewed script
Review (Service 2)	A check that the examiners have marked externally assessed components correctly in line with the exam mark scheme. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK
Review with Copy of Post Results Amended Script (Service 2)	As previously described plus a copy of the post results amended script