



Good afternoon,

We just wanted to clarify the Post Results Service for Summer 2023 examination service. We are re-sending the attached forms that were sent pre and post results day as we have been informed that some have come through 'squashed'. These forms are also available in hard copy outside the exams office in the 6th form block for all students to freely access and can be requested via email to exams@whitchurch.cardiff.sch.uk. All exam information is available and regularly updated on the school web site via the curriculum tab and then examinations, [Exam Information - Whitchurch High School \(whitchurchhs.wales\)](#).

1. To request a **free** copy of a script students should see their teacher who can access these from the exam board secure web site. Please ensure the student has filled in the consent forms on page 2 & 3 as this is required before a teacher/member of staff can access the students work.

2. If the student then proceeds to a review of marking, this is not a remark as explained on the form, then the form (same or new) is to be brought to the exams office with the relevant fee where we will submit the request to the exam board. We will then email the student the outcome when received back from the exam board.

Please note this is a new process this year. Previously teachers had no access to scripts. Due to GDPR candidate consent must be given before a script can be accessed, this is a statutory requirement from the JCQ.

Scripts are not sent to the school they can only be accessed via the exam board secure web site due to security purposes. This is not an instant process but takes time per candidate.

The deadline for requests for **both** script access and reviews of marking is 22/09/2023.

Please contact us on the above exams email for any further queries.

Many thanks

Exams department

POST RESULTS SERVICE

June Series 2023

WHITCHURCH HIGH SCHOOL

GCSE & other level 1/2/3 qualifications

SERVICE	DESCRIPTION	COST+ADMIN FEE	TICK
#1	Clerical re-check	£17.00	
#2	Clerical re-check, post-results review of marking	£50.00 per unit	
#3	Pre-Review of marking unannotated script copy	£5.00	

Student Name

Student Signature

Student E-mail

#1-Please note this is **not** a remark but a check to ensure the marks have been added up correctly.

#2-Please note this is **not** a remark but a check to ensure the mark scheme has been implemented correctly.

#3 – Please note this is the script copy ONLY

Deadline for application – 22nd September 2023

NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE

****Payment of cash or cheque, made out to 'Whitchurch High School' must be paid at time of application. No application will be accepted without the relevant fee****

CANDIDATE CONSENT FORMS MUST BE COMPLETED OR THE APPLICATION WILL NOT BE ACCEPTED

Appendix B – Candidate consent form for access to and use of examination scripts



AQA OCR Pearson WJEC

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component/unit code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: Date:

This form should be retained on the centre's files for at least six months.



AQA OCR Pearson WJEC

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, 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.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (Awarding Body, Qualification level, Subject title, component/unit)

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I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.