



24 August 2024

Dear Student,

We hope you are happy with your exam results and we wish you all the best as you embark on the next stage of your educational journey.

If you have any unexpected results that may impact negatively on your post-16 placement, Exams Office staff and the Senior Leadership Team are available until 2.00pm today should you need immediate support.

Queries that are not URGENT will be dealt with at the start of the new school term; please email exams@elatschools.co.uk or speak to the relevant Head of Department.

Information relating to the post results services offered by exam boards is detailed overleaf. If, after a conversation with either the Senior Leadership Team, Exams Office staff or the Head of the Subject, you wish to submit a post result request you must:

- Complete and sign the relevant consent form (copies are in your results day envelope) and hand it direct to the Exams Office
- Make the required payment via Scopay
- Return the consent form and make payment by the deadline stated overleaf.

Please note: all permission forms must be signed by the candidate and **not** a parent.

Important:

A clerical re-check or review of marking can result in your grade going down as well as up; it is therefore vital you consider your request very carefully before submitting.

Please rest assured we will continue to support you where we can.

Yours faithfully,

Mr M Leslie
Senior Leadership Team
Head of Examinations



Post Results Services

Service 1: Clerical re-check

pink form

This service will include following checks:

- that all parts of the script have been marked
- the totalling of marks
- the recording of marks

Fees	Exam Board	Cost per unit/ component	Approx. timescales	Deadline
	AQA	£15	Within 10 days	Wednesday 19 September
	Pearson/Edexcel			
	OCR			
	WJEC/Eduqas			

Service 2: Review of marking

pink form

This service will ensure that the mark scheme has been applied correctly. Please note: **the script will not be remarked**, instead reviewers will act to correct any errors identified in the original marking due to either:

- an administrative error (includes the clerical recheck – service 1) or
- an unreasonable exercise of academic judgement

Fees	Exam Board	Cost per unit/component	Approx. timescales	Deadline
	AQA	£50	Within 20 days	Wednesday 19 September
	Pearson/Edexcel			
	OCR			
	WJEC/Eduqas			

Access to scripts

lilac form

Following discussion with a member of the SLT, the Exams Office or the Head of the subject, a copy of your script can be requested to help decide whether to request a clerical recheck or a review of marking. There is no fee for this service.

Deadline
Wednesday 19 September