



EXAMINATIONS OFFICE

Please read this leaflet carefully, taking particular note of the **DEADLINES and FEES**;
Late applications will not be accepted.



Enquiries about Results (EARs)

Service 1: Clerical Re-check

A re-check of all clerical procedures, with access to scripts. This service does not re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc).

Fees per unit: GCE AQA £13.50, OCR £12.60, Edex £10.30, WJEC £10.00. **GCSE per unit:** AQA £6.75, OCR £12.60, Edex £10.30,

Application and payment (all cheques payable to Cheshire East BC) must be made to the Exams Office no later than
3.20 pm on **THURSDAY 15TH SEPTEMBER 2011**

PRIORITY Service 2P: Re-Mark (GCE only)

This is an urgent application for a re-mark that will be looked at immediately. **This service may only be used if your place at University depends on the result in question.**

Fee per unit: AQA £50.75, OCR £44.30, Edex £41.20, WJEC £42.00 (extra fee if including ATS)

Application and payment (all cheques payable to Cheshire East BC) must be made to the Exams Office no later than
3.20pm on **FRIDAY 26TH AUGUST 2011**

Service 2: Re-mark

A script may be re-marked, with access to scripts. Marks may go up, down or stay the same.

Fees per unit: GCE AQA £44.00, OCR £35.80, Edex £36.00, WJEC £35.00 (extra fee if including ATS)

Linear GCSE AQA £33.25, OCR £62.50, EDEX. £23.20 **per unit** (extra fee if including ATS)

Application and payment (all cheques payable to Cheshire East BC) must be made to the Exams Office no later than
3.20pm on **THURSDAY 15TH SEPTEMBER 2011**

Access to Scripts (ATS)

PRIORITY Service: Requesting PHOTOCOPIED Scripts

This PRIORITY service is faster but more expensive. It should only be used in order to decide whether or not it is worth applying for a re-mark.

Fee per script: AQA £11.75, OCR £12.00, Edex £10.30, WJEC £12.00

Application and payment (all cheques payable to Cheshire East BC) must be made to the Exams Office no later than
3.20pm on **FRIDAY 26TH AUGUST 2011**

Requesting ORIGINAL Scripts

This service should be used, except when deciding whether or not to apply for a re-mark.

Fee per script: AQA £9.25, OCR £9.30, Edex £7.75, WJEC £9.00

Application and payment (all cheques payable to Cheshire East BC) must be made to the Exams Office no later than
3.20pm on **THURSDAY 15TH SEPTEMBER 2011**

PLEASE NOTE: The pink "Post-Results Services Request & Candidate Consent Form" **MUST** be completed for all EAR and ATS requests and payment made before applications will be processed.

NO 'EAR' or 'ATS' WILL BE MADE AFTER THE PUBLISHED DEADLINE

Applying for Re-sits

Re-sits

You can apply to re-sit individual units in the next available exam series (**January 2012**) in order to improve your unit marks. You cannot apply for **Summer 2012** re-sits until after January results.

Fees: All modular/unitised subjects between £18.00 and £28.00 per unit.

FURTHER DETAILS REGARDING DEADLINES FOR RE-SIT APPLICATIONS WILL BE PUBLISHED SEPARATELY ON THE COLOURED RE-SIT REQUEST FORMS. THESE WILL BE AVAILABLE FROM THE EXAMINATIONS OFFICE.

PLEASE NOTE: The coloured "Re-sit Request Form" **MUST** be completed and payment made before re-sit applications will be processed.

You **MUST** consult your subject tutor regarding any possible re-sits.

All forms **MUST** be signed by the HoD/Subject tutor, otherwise they will not be accepted.

(All cheques payable to Cheshire East BC)



EXAMINATIONS OFFICE



POST-RESULTS SERVICES (PRS) REQUEST & CANDIDATE CONSENT FORM

Information regarding fees and deadlines can be found on the yellow information sheet that was included with your results, and also on the school website.

In order to proceed with any post-results service request, you must **fully complete** and **sign** this form. This confirms that you have understood what the outcome of an enquiry might be, and that you give your consent for the service requested. You must also obtain the relevant subject tutor's signature for each subject request. The completed **form** and **payment** should be taken to the Examinations Office by the appropriate deadline to be processed.

- **FORMS WILL NOT BE ACCEPTED AFTER THE DEADLINE**
- **PAYMENT OF THE TOTAL AMOUNT MUST BE MADE AT THE TIME OF SUBMISSION**
- **FORMS WILL NOT BE ACCEPTED WITHOUT PAYMENT** (except in the case of staff/department requests where funds will be transferred at a later date.)

Please Note:

If the school makes an enquiry about the result of one of your examinations (i.e. a paper is re-marked), after your subject grade has been issued, there are three possible outcomes:

1. Your original mark is confirmed as correct, and there is no change to your mark/grade.
2. Your original mark is raised so that your final mark/grade may be higher than the original mark/grade you received.
3. Your original mark is lowered so that your final mark/grade may be lower than the original mark/grade you received. **Please be aware that in this case, the LOWER mark will count.**

| | |
|-------------------------------|---------------------------------|
| <u>Candidate Name:</u> | <u>Candidate Number:</u> |
|-------------------------------|---------------------------------|

| | |
|---|-------------------|
| <u>Awarding Body:</u> | |
| <u>Subject:</u> | |
| <u>Unit/Paper Code</u> | |
| Enquiries about Results (EARs) (please tick) | |
| <i>Clerical re-check:</i> | |
| <i>Re-mark:</i> | |
| <i>PRIORITY</i> <i>Re-mark:</i> | <i>(GCE only)</i> |
| Access to Scripts (ATS) (please tick) | |
| <i>Original Script:</i> | |
| <i>PRIORITY</i> <i>Photocopied Script:</i> | <i>(GCE only)</i> |

| | |
|---------------------------------------|--|
| <u>Signed (Subject Tutor):</u> | <u>Staff Script Requests:</u> <i>(HoD please sign if Department is to be charged).</i> |
|---------------------------------------|--|

*I give my consent for Tytherington High School to request the PRS detailed above, and agree to pay any fees that may be incurred. In giving consent, I understand that if a script is to be re-marked, the final subject grade awarded to me may be lower than, higher than or the same as the grade that was originally awarded for this subject.

*I agree to tutors using my script(s) for teaching purposes **(for staff script requests only)**.

| | |
|------------------------------------|---------------------|
| <u>Candidate Signature:</u> | <u>Date:</u> |
|------------------------------------|---------------------|



EXAMINATIONS OFFICE



POST-RESULTS SERVICES (PRS) TRANSFER OF FUNDS FORM

| | |
|--------------------|---|
| Department: | HoD: |
| | <u>Details of requests & amount due:</u> |

Dear HoD/Budget Holder

Please could you sign in the box below to authorise internal transfer of funds from your department budget to examinations, in respect of Post-Results Services (Summer 2010 exam series).

If you should wish to receive a detailed breakdown of students' names, please let me know and I will let you have that as soon as I can.

| | |
|-----------------------------|---------------------|
| <u>Signed (HoD):</u> | <u>Date:</u> |
|-----------------------------|---------------------|

Louisa Proctor
Examinations Officer



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Enquiries about Results (EARs)

Service 1: Clerical Re-check

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Fees per unit: GCE AQA £13.50, OCR £12.60, Edex £10.30, WJEC £8.00. **GCSE per unit:** AQA £6.75, OCR £12.60, Edex £10.30,

Application and payment (all cheques payable to Cheshire East BC) must be made to the Exams Office no later than
3.20 pm on **TUESDAY 12TH APRIL 2011**

Service 2: Re-mark

A script may be re-marked, with access to scripts. Marks may go up, down or stay the same.

Fees per unit: GCE/GCSE AQA £44.00, OCR £35.80, Edex £36.00, WJEC £33.00 (extra fee if including ATS)

Linear GCSE AQA £33.25, OCR £62.50, EDEX. £23.20 (extra fee if including ATS)

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Access to Scripts (ATS)

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Fee per script: AQA £11.75, OCR £12.00, Edex £10.30, WJEC £10.50

Application and payment (all cheques payable to Cheshire East BC) must be made to the Exams Office no later than
3.20 pm on **FRIDAY 18TH MARCH 2011**

Requesting ORIGINAL Scripts

This service should be used, except when deciding whether or not to apply for a re-mark.

Fee per script: AQA £9.25, OCR £9.30, Edex £7.75, WJEC £7.50

Application and payment (all cheques payable to Cheshire East BC) must be made to the Exams Office no later than
3.20 pm on **THURSDAY 28TH APRIL 2011**

PLEASE NOTE: The pink "Post-Results Services Request & Candidate Consent Form" **MUST** be completed for all EAR and ATS requests and payment made before applications will be processed.

NO 'EAR' or 'ATS' WILL BE MADE AFTER THE PUBLISHED DEADLINE

Applying for Re-sits

Re-sits

You can apply to re-sit individual units in the next available exam series (Summer 2011) in order to improve your unit marks.

Fees: All modular/unitised subjects range between £4.00 and £28.00 per unit.

FURTHER DETAILS REGARDING DEADLINES FOR RE-SIT APPLICATIONS WILL BE PUBLISHED SEPARATELY ON THE COLOURED RE-SIT REQUEST FORMS. THESE WILL BE AVAILABLE FROM THE EXAMINATIONS OFFICE.

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