**GCSE Enquiry About Results Form Summer 2018**

**One form to be submitted per subject. If more than one paper for the subject is being requested then ensure separate cheques are submitted for each paper/script request.**

A ‘clerical check only’ is also available, please contact the Exams Office for more information.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name: |  | Candidate Number: |  |
| Subject: |  | Tutor Group:  (in Sept 18 if known) |  |

**It is the student’s responsibility to ensure the appropriate service is selected and the form is signed. Do not hand in forms without all the relevant signatures as they will not be actioned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Required** | **Unit/ Paper code(s)** | **Please tick service required** | **Deadline form to be received in Exam Office with payment** |
| **Priority copy of script to support a review of marking** (onlyavailable for the following subjects: Computer Science, Eng Language, Geography, Geology, Maths, Music and Chinese) |  |  | Tues 28 August |
| **Mark Review** |  |  | Mon 17 September |
| **Mark Review and copy of reviewed script** |  |  | Mon 17 September |
| **Non-priority copy of script to support teaching and learning** |  |  | Mon 24 September |

You must return this form signed and **with** payment by the relevant deadline otherwise it will not be actioned. **Please see overleaf for fees.**

By signing below I give consent to the head of my examination centre to make an enquiry about the result of the exam(s) listed above. In giving consent, I understand that the final mark/grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the mark/grade which was originally awarded.

|  |  |
| --- | --- |
| **Candidate Signature:** |  |
| **Head of Department Signature:** |  |
| **Parental Signature:** |  |
| **Total Fee Payable:** |  |

*To be completed by Exams Office*

*Date sent to board: ………………… Enquiry Outcome: …………………………………………………………………….*

*Dept to pay: YES NO …………………………………………………………..................................................*

*Student informed □ Dept informed □……………………….… SIMS updated: □……………………………..………………..*

**Important Notes**

* Cheques should be made payable to ‘Truro School’.
* If a mark review results in a grade change then the cheque will be destroyed as the request will be free of charge.
* If you are requesting a service for more than one paper you must provide separate cheques. Most subjects have several papers, you therefore need to decide which papers in that subject you want to request a service for and provide the appropriate payment.

**Fees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Board** | **Request** | **Fee per paper** |
| Biology, Chemistry, Combined Sciences, Drama, Further Maths, Physics, PE, DT Product Design, Rel. Studies | AQA | Mark review | £37.55 |
| Mark review and return of reviewed script | £37.55 & £14.35 (separate cheques) |
| Non-priority copy of script | £14.35 |
|  |  |  |  |
| English Literature, History, French, German, Spanish | CIE | Mark review | £40.23 |
| Mark review and copy of script | £60.66 |
| Non-priority copy of script | £14.70 |
|  |  |  |  |
| Maths, Chinese | PEARSON/  EDEXCEL | Mark review | £39.50 |
| Mark review and return of reviewed script | £39.50 |
| Online copy of script (to decide on mark review) | Free |
| Non-priority copy of script | Free |
|  |  |  |  |
| Computer Science, English Language | OCR | Mark review | £47.00 |
| Mark review and return of reviewed script | £47.00 & £11.75 (separate cheques) |
| Priority copy of script (to decide on mark review) | £11.75 |
| Non-priority copy of script | £11.35 |
|  |  |  |  |
| Geology, Geography, Music | WJEC | Mark review | £36.00 |
| Mark review and return of reviewed script | £36.00 & £11.00 (separate cheques) |
| Priority copy of script (to decide on mark review) | £11.00 |
| Non-priority copy of script | £11.00 |

**Service Details**

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| Review of marking | This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate’s script.** This service will include:  • a clerical re-check  • a review of marking as described. |
| Priority Copy of script to support a review of marking | This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a review of marking should be applied for. |
| Non-priority copy of script | This is a non-priority service enabling centres to request copies of scripts to support teaching and learning. |