



12 July 2023

Dear Parent/Carer

I am writing to you to explain the process for requesting examination remarks and checks.

The following information outlines the options which will be available to students should they wish to request a review of marking, a clerical check, or an examination script recall.

Students may request a clerical check. This is a simple check that all the paper has been marked, and that the recording and addition of marks on a paper is correct as such this is cheaper option. The approximate cost is £10:00 per paper (*variation of £1-2 across exam boards*). **Please note that, should you request a clerical check, the overall mark could go down, up or remain unchanged. This does mean that overall grades may change as well.**

Requests for clerical checks must be submitted before **28 September**. A clerical check is normally completed within 10 calendar days.

Students may request a review of marking. A review of marking would mean a second person checks the examination script. Reviewers will not remark the script, they will only act to correct any errors identified in the original marking. The cost of a **review of marking** depends on the exam board, unit and type of assessment, an approximate cost would be £50.00 for a GCE paper (*variation up to £10.00 across exam boards*).

Please note that, should you request a remark, the overall mark could go down, up or remain unchanged. This does mean that overall grade may change as well. A GCE non-priority review of marking is normally completed within 20 calendar days.

Priority Requests for reviews of marking (GCE only) must be submitted before **24 August**. A GCE priority review of marking is normally completed within 15 calendar days. For a **priority review of marking** (University place dependent) the approximate cost is £60.00 (*variation up to £10 across exam boards*). Should the overall grade for the subject change (not the grade for an individual unit or component) the cost is refunded.

If you wish to request any of these services you will need to contact Mr Allen in the exams office who will provide you with a form which will need to be completed, signed, and returned before we can request any of these services from the exam board.

Curriculum Leaders may contact you to request examination script recalls for use as training materials for staff around the examinations. Should you agree to this then a signed form will need to be completed and returned. The cost of a script return requested by the school would be covered by the school. Any scripts used for training purposes will be anonymised.

The deadline for requests for scripts to support teaching and learning is 28 September.

Yours sincerely

Mr S Vasey
Deputy Headteacher

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