



Ad Gloriam Dei et Servitium Omnium

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



MISSION STATEMENT

The Academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike. We serve Christ in each other to the Glory of God and Service of all.

Post Result Services Guide 2025

Information for students

If you are unhappy with your exam results, there are several options available to you:

CLERICAL RE-CHECK (Service 1)

A post results service to check all clerical procedures were carried out, such as all pages were marked, all marks were counted and the result matches the marks on the paper.

REVIEWS OF MARKING (Service 2)

This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of a candidate's script.** Students may request to have their exam paper reviewed but they must be aware that there are three possible outcomes; the mark stays the same, the mark is raised or the mark is lowered.

A Priority review of marking service

(Service 2P) is available for GCE A-level candidates whose place in higher education (i.e. University) is dependent on the outcome. Awarding bodies aim to complete a priority service within 15 calendar days of receipt of the application.

The exams office will not advise students on subject specific information such as which paper to have reviewed. Students should seek advice from their subject teacher/sixth form staff before proceeding with a review.

ACCESS TO SCRIPTS

A student may request a script to assist in deciding on whether or not to proceed with a review of marking. In this instance, a priority copy is required. Should a student wish to request a copy for revision/information only, then they can do so. All applications must be signed by the candidate, as requests cannot be processed without the candidate's written consent. All post results services incur a fee and are subject to strict deadlines, which must be adhered to.

Any request to access scripts will incur a £5 admin fee per paper.

Please note: applications will not be processed without the appropriate fees being made first.

Bank details for transfer of Fees

Payment to be made to the account mentioned below using Student's first name and last name as payment reference.

Bank name - Natwest

Account name: The Good Shepherd Catholic Trust - Palmer

Account number: 22648305

Sort code: 60-19-01

Deadlines, fees and charges – Summer 2025

To apply for any post results services student's need to send the completed and signed consent form along with the proof of payment to exams@tpc.academy.

Clerical Re-check (Service 1)

Available to all students

Outcome from the Exam boards is issued within 10 calendar days of application

AQA

£ 9.40 for GCE— Fee per paper

£9.40 for GCSE— Fee per paper

OCR

£11.50 for GCE—Fee per paper

£11.50 for GCSE –Fee per paper

Pearson

£14.00 for GCE - Fee per paper

£14.00 for GCSE—Fee per paper

£14.00 for BTEC /BTEC Tech Awards – Fee per paper

WJEC

£11.00 for GCE—Fee per paper

£11.00 for GCSE— Fee per paper

Moderation Review

Moderation reviews are only available for whole subject, not individual students.

Review of Marking (Service 2)

Available to all students

Outcome from the Exam boards is issued within 15 calendar days of application

AQA

**Priority review of marking £59.90 GCE—Fee per paper
Deadline: 21st August 2025**

£50.40 for GCE— Fee per paper

£43.50 for GCSE— Fee per paper

OCR

**Priority review of marking £80.25 GCE—Fee per paper
Deadline: 21st August 2025**

£65.25 for GCE—Fee per paper

£62.25 for GCSE –Fee per paper

Pearson

**Priority review of marking £68.00 GCE—Fee per paper
Deadline: 21st August 2025**

£57.00 for GCE - Fee per paper

£50.00 for GCSE—Fee per paper

£50.00 for BTEC /BTEC Tech Awards – Fee per paper

WJEC

**Priority review of marking £58.00 GCE—Fee per paper
Deadline: 21st August 2025**

£49.00 for GCE—Fee per paper

£43.00 for GCSE— Fee per paper

Deadline: 25th September 2025 for all other request submitted to the Academy

1. Exam board reviews of results

Review of marking: exam boards review their marking to ensure your work was marked accurately in line with the mark scheme

Review of moderation: exam boards review the moderation of the coursework from your school or college to ensure it was done fairly, reliably and consistently

Clerical re-check: exam boards re-check that all marks have been included and added up correctly

2. Appeal

Your school or college can only request an appeal after the exam board has reviewed your result.

A preliminary appeal can take up to 42 calendar days. If your school or college believes the preliminary appeal has not addressed the issue, it can decide to submit an application for an appeal hearing and that can take up to 70 calendar days.

Please note, appeals are not the first step in checking your grade.

3. Exam Procedures Review Service (EPRS)

Your school or college can only ask the relevant regulator to review what the exam board has done after the exam board has completed the appeal hearing.

The EPRS will look at whether the exam board has followed the regulator's rules and its own procedures. It will not review your work and cannot change your grade. The relevant regulator can ask the exam board to look at your appeal again if they think the exam board made a mistake.

Not all qualifications are covered by the EPRS so please check the relevant regulator's website (Ofqual, CCEA Regulation or Qualifications Wales) for more information.

Do my grades affect my decisions about what to do next in education, training or work? And do I think an error has been made with my grade?

YES

NO

Talk to your school or college about your grade as soon as possible.¹ Your grade can be checked.

Does your school or college agree it is worth checking your grade?

NO

I can progress as intended or look for a new option that I am happy I can progress with.

YES

Your school or college may request **exam board reviews of results** to check your grade¹:

- Review of marking (including priority reviews)
- Review of moderation
- Clerical re-check

Your school or college can also ask the exam board to provide a copy of your exam papers to help you/ them decide what to do

1

Do I accept my grade could go down, go up or stay the same as part of exam board checks?

NO

Talk to your school or college about opportunities to re-sit or other options that are available to you to progress in education, training or work.

YES

Tell your school or college if you have a university place at risk as exam boards offer a priority review of marking service.

Once the exam board has completed its review of results:

- Do I still think an error has been made with my grade?
- Does my school or college agree there may have been an error with my grade?

NO

YES

Your school or college can submit an **appeal** to the exam board.¹

2

Do I accept my grade could go down, go up or stay the same as part of an exam board appeal?

NO

YES

If your school or college thinks the exam board has not followed the correct process after the exam board's appeals process, it may be able to apply for a procedural review with the relevant regulator's **Exam Procedures Review Service (EPRS)**.

3

¹ If you are a private candidate, you can apply directly to your exam board for a review of your result and an appeal. If not, you must talk to your school or college and they will contact the exam board as needed.