

Post Results Service Request Form

Please ensure you have a full discussion with your subject teacher(s) BEFORE you complete this form. Please also read the “Guide to Post Results Services” on the school website. Payment is made via the ParentPay Shop. Once payment is made, please complete form below, sign to give consent, and then scan the form and email it to the Exams Officer: CEdwards@st-benedicts.suffolk.sch.uk. Any requests received after the deadline CANNOT be processed. The deadlines can be found in the relevant “Guide to Post Results Services”. A hard copy of the form is also acceptable – please hand it in to Reception.

FULL NAME: CANDIDATE NO: TUTOR GROUP:

Exam Board	Subject	Module Code	Service Request*	ParentPay Shop Payment Reference

***Services available**

Service 1 = Clerical Check;

Service 2 = Review of Marking;

Service 3 = Copy of reviewed or clerically checked script;

Service 4 = Photocopy of Script;

Service 5 = Original script (AQA only)

Parental and Candidate Consent

The following information explains what may happen following an enquiry about a result. If your school makes an enquiry about a result (review of the original marking) for one of your examinations after your subject grade has been issued there are three possible outcomes:

1. Your original mark is lowered, so your final grade may be lower than the original grade you received.
2. Your original mark is confirmed as correct, so there is no change to be made.
3. Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the Head of Centre that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

I give my consent to the Head of Centre to make an enquiry about the result of the examination listed overleaf. In giving consent I understand that the final subject grade awarded to me following an enquiry may be lower than, higher than, or the same grade which was originally awarded for this subject.

Signed (Parent/Carer)..... Date.....

Signed (Candidate) Date

*This form will be retained on the centre's files for a minimum of six months following the outcome of the enquiry.