

Office use only		Complete <input type="checkbox"/>	
Subject Grade change		Refund to	
Invoice No./Board		Date Processed	
Invoice No./Board		Date Processed	
Invoice No./Board		Date Processed	



BULLERS WOOD SCHOOL EXAM SERVICE REQUEST FORM - STUDENT



SERVICES AVAILABLE SUMMER 2022	A LEVEL LEVEL 3	DEADLINE	GCSE LEVEL 2	DEADLINE
CLERICAL CHECK	£17.00	19/09/2022	£10.00	19/09/2022
CLERICAL CHECK (with access to scripts)	£28.00	19/09/2022	£20.00	19/09/2022
PRIORITY REVIEW OF MARKING - see overleaf for information.	£57.00	22/08/2022	£57.00 (Pearson exams & AQA Eng Lang only)	26/08/2022
REVIEW OF MARKING – see over for information	£46.00	19/09/2022	£40.00	19/09/2022
REVIEW OF MARKING (with access to scripts) - see over for information	£57.00	19/09/2022	£48.00	19/09/2022
MODERATION REVIEW (for non-exam units)	From £260	19/09/2022	From £240	19/09/2022
ACCESS TO SCRIPT	£12.00 OCR £12.00 WJEC FREE AQA	19/09/2022	£12.00 OCR £12.00 WJEC FREE AQA	19/09/2022
ONLINE ACCESS TO SCRIPT – Pearson only	FREE	19/09/2022	FREE	19/09/2022
PRIORITY COPY OF SCRIPT	£15.00	22/08/2022	£12.00 (Pearson and OCR exams only)	26/08/2022

Please note price is per exam paper/script not per subject

Students wishing to apply for any of the services should:

1. discuss the matter with the appropriate Head(s) of Department(s);
2. complete the details below and pass this form to the Head(s) of Department(s) to sign;
3. once signed by the Head(s) of Department(s), pass this form to the Examinations Officer with a cheque (made payable to Bullers Wood School, with her/his name on the reverse of the cheque) for the appropriate amount.

CANDIDATE DETAILS			
SURNAME:	FORENAME:	CANDIDATE NO.:	
SUBJECT NAME	PAPER	SERVICE REQUIRED	COST
Signature of Student			Date
Signature(s) of Head(s) of Department(s)			Date

Clerical Check

This service will check that all parts of the script have been marked. It will also check the totalling of marks and the recording of marks.

Review of marking/moderation

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers will not re-mark the script, and will act only to correct any errors identified in the original marking. A marking error can occur because of an administrative error, a failure to apply the mark scheme or an unreasonable exercise of academic judgement. This service includes a clerical check.

Moderation reviews are only available for whole subjects, not individual students and is a review of marking of non-examined assessments.

If you would like to make an enquiry about the result of one of your examinations/assessments after the subject grade has been issued, there are three possible outcomes:

1. The original mark is confirmed as correct, and there is no change to the grade
2. The original mark is raised, so the final grade may be **higher** than the original grade received
3. The original mark is lowered, so the final grade may be **lower** than the original grade received

It is important that you understand the **three** possible outcomes and sign overleaf (Signature of student) to confirm that you understand and give your consent to the application.

The Exam Boards and UCAS strongly advise students to inform their university or college choices that a review of results has been requested. An Exam Board will not inform UCAS that a review of marking has been requested. However, it will advise UCAS of any grade change arising from a review.

Access to scripts

If you wish to decide whether to request a review of marking or a clerical check you can apply for access to a copy of the marked exam paper. If you apply for access to your script, please note that this is the return of your original script and you will not be able to then apply for a review of marking or a clerical check. Pearson offers a free service to access an online copy of your script, but this does not have any examiners annotation and shows only the mark received for each question.

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Payment received		Payment method	
Date actioned		Returned materials	
Outcome		Persons informed of outcome	
Spreadsheet updated		New certificate required	