



# Results Handbook

## 2025

Information for Candidates

A Level Results Day: Thursday 14th August 2025 - 08.30am

GCSE Results Day: Thursday 21st August 2025 - 08.30am

**Achieve**  
**+ Learn**  
**Trust.**  
Better, together.

## Results Information for Students

If you have any queries or concerns about the results process, then we hope that the following information in the handbook will be useful.

**Any queries or questions about GCSE or A Level results should be directed to the Exams Officer (Mrs Pearson) at [lpn1@altrinchamcollege.com](mailto:lpn1@altrinchamcollege.com).**

For GCSE students applying for Altrincham College Sixth Form: if your results cause you to think again about your option choices, please contact the Sixth Form team and Mr Mahmood ([sixthform@altrinchamcollege.com](mailto:sixthform@altrinchamcollege.com)). Please remember that accommodating these changes cannot be guaranteed, although we will do our very best to do so.

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## **Arrangements for Results Day(s)**

Staff will, of course, be on hand to support you once you have received your results.

**Should you need further support or guidance in light of your results, please speak to a member of SLT, Mrs Court (Careers & UCAS Advisor), Mr Mahmood (Head of Sixth Form) or Mrs Pearson (Exams).**

For students receiving GCSE Results, enrolment for Sixth Form must be completed by 12noon on Thursday 21<sup>st</sup> August. Places and subject choices cannot be guaranteed if enrolment is received after this date.

Further details of the arrangements for any Reviews of Results are provided on page 3-7 of this document.

## **Destination post Year 11.**

All students must inform us of their destination. You will be asked to provide this before picking up your statement of results.

If any of your personal details are incorrect on your results slip, please let Mrs Pearson (Exams Officer) know as soon as possible, so that your certificates will not include the same error(s).

## **The Arrangements for Post-Results Services**

### **Introduction**

Following the issue of results, awarding bodies make post-results services available.

Altrincham College will support its students through this process.

### **Candidate consent**

Candidates must provide their written consent for the clerical re-check, review of marking and access to scripts services offered by the awarding bodies after the publication of examination results.

It must be noted that it is the student's decision to go ahead with any review of results and they must make these applications themselves.

We will not accept any application from a third party (including parents/carers) on their behalf.

### **A Level Candidates**

Important: Awarding bodies strongly advise candidates and/or their centres to inform their University or college choices that a review of results has been requested. By informing them, they may be able to keep the candidate's place open until the review has been completed.

An awarding body will not inform UCAS or others that a review of marking has been requested. However, it will advise UCAS of any grade change arising from a review.

Below is a list of the post-results services available:

**Access to Scripts (ATS):**

- Copies of scripts to support **reviews of marking**
- Copies of scripts to support teaching and learning

**Reviews of Results (RoRs):**

- Clerical re-check
- **Review** of marking
- Priority **Review** of marking - this service is only available for externally assessed components of GCE A Level specifications

**Appeals:**

- The appeals process is available after receiving the outcome of a review of results.
- Any appeals must be made via the Head of Centre (Ms. Earle).

All requests for post-results services must be made through the Centre.

If a candidate wishes to make a post results request, then the following procedures will apply:

- Requests must be made to the Exams Officer using JCQ paper forms (available on results day/from the Exams Office) before the deadline date (22 September) stating clearly which service is required:
- Payment should be made via bank transfer directly into the school's bank account. Details will be provided upon receipt of a signed form.
- Candidates must read all of the instructions on the post results form before requesting any service to ensure they understand the services on offer, the fees charged and the deadlines which must be met.
- The Exams Officer will electronically submit any request to the awarding bodies and will notify the candidate of the outcome by email.

**Please be aware that requests (other than Priority Review of Results/Priority Access to Scripts) will be processed from the beginning of the new term in September 2025.**

**Fees:**

Each examination board has their own fees listed for each service available – please see page 6.

**Outcome of a Review of Marking Service:**

There are three possible outcomes arising from a review of marks:

- no change to the original decision
- a correction to the original decision
- reinstatement of Centre marks.

**For the first two outcomes awarding bodies will provide a reason.**

**Where there has been a reduction in marks or a downgrade following a review of marking, the request cannot be revoked and the original mark or grade will not be reinstated.**

## Review of Results services

The following information is from the JCQ guidance on Post Result Services. It may offer you some further information about the Review of Services available and help you decide whether you wish to proceed with one of the following options. Candidate consent is required for **all** Reviews of Results.

### Clerical re-check

This service will include the following checks:

- that all parts of the script have been marked
- the totalling of marks
- the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

### Review of marking

This service will include:

- the clerical re-checks detailed above
- a review of marking as described below.

A 'review of marking' is NOT a re-mark. It is a post-result review of the original marking to ensure that the mark scheme has been applied correctly.

A marking error can occur because of:

- an administrative error
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer
- an unreasonable exercise of academic judgement.

The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking.

**Students must be aware if your mark changes your overall grade may also change. Your new grade could be higher or lower than the original.**

### Priority Review of marking

The service is available for externally assessed components of both unitised and linear GCE A Level specifications only.

This is a priority review of the original marking to ensure that the mark scheme has been applied correctly.

**Centres are strongly advised to submit requests for reviews of marking for any candidate, by subject, for whom they have concerns at the earliest opportunity. This is particularly so regarding priority reviews of marking where the candidate's University or college place may be at stake.**

## Examination Board Fees

<b>FEES FOR POST-RESULTS SERVICES [2025]</b>	
<b>EDEXCEL PEARSON</b>	<b>Cost per paper</b>
Service 1: Clerical Check	£14.00
Service 2: Review of Marking (GCSE)	£50.00
Service 2: Review of Marking (A Level)	£57.00
Service 2: PRIORITY Review of Marking (GCSE)	£53.70
Service 2: PRIORITY Review of Marking (A Level)	£68.00
Copy of reviewed script	£15.00
Appeal	TBC
<b>AQA</b>	<b>Cost per paper</b>
Clerical re-check	£9.40
Review of marking (GCSE)	£43.50*
Review of marking (A-Level)	£50.40*
PRIORITY review of marking (A-Level)	£59.90
Appeal	£129.30
*these fees include a copy of reviewed script	
<b>OCR</b>	<b>Cost per paper</b>
Clerical re-check	£11.50
Review of marking	£65.25
PRIORITY review of marking (A Level)	£80.25
Appeal	£199.00
<b>WJEC/EDUQAS</b>	<b>Cost per paper</b>
Service 1: Clerical re-check	£11.00
Service 2: Clerical re-check with post-results review (GCSE)	£43.00
Service 2: Clerical re-check with post-results review (A Level)	£49.00
Service 2: PRIORITY service (A Levels)	£58.00
Appeal	£125.00
Access to Scripts (all exam boards)	Free

## Key Dates 2025

To enable Altrincham College and the awarding bodies to provide an efficient service, the following deadlines must be met:

<b>Service</b>	<b>Deadline</b>
PRIORITY Review of Marking A Level only	Wednesday 20 August
Reviews of Results including: Clerical Rechecks Reviews of Marking (non-priority)	Monday 22 September
Access to Scripts (ATS)	Monday 22 September

### 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.



<sup>1</sup> 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.