



Westcliff High School
for Boys

EXAMINATIONS OFFICE: EXAMINATION SERIES JUNE 2019

Please read this leaflet carefully, taking particular note of the deadlines and fees.
Late applications will not be accepted.

Reviews of Results (RoR)

Service 1: Clerical Re-check (completed within 10 calendar days)

This is a re-check of all clerical procedures. This service does not review a script but simply checks all aspects of administration relating to the script (e.g. that all parts of the script have been marked, addition and recording of marks is correct etc).

Fees: GCE £20 per unit/paper GCSE £15 per unit/paper

Application must be made to the Examination Officer in person and payment by ParentPay no later than
2.00pm on Thursday 12 September 2019

PRIORITY Service 2: Review (GCE only & GCSE Pearson Edexcel) (completed within 15 calendar days)

This is an urgent application for a review that will be looked at immediately. Marks may go up, down or stay the same. This service should only be used if your place at University/Higher education depends on the result in question.

Fees: GCE £60 per unit/paper GCSE £50 per unit/paper

Application must be made to the Examination Officer in person and payment by ParentPay no later than
GCE 2.00pm on Thursday 22 August 2019 / GCSE 2.00pm on Thursday 29 August 2019

Service 2: Review of marking (completed within 20 calendar days)

A script will be reviewed. If access to the reviewed script is required, it must be requested at this point. Candidates should note that marks that marks may go up, down or stay the same.

Fees: GCE £50 per unit/paper GCSE £45 per unit/paper

Application must be made to the Examination Officer in person and payment by ParentPay no later than
2.00pm on Thursday 12 September 2019

Access to Scripts (ATS)

Requesting PHOTOCOPIED Scripts (GCE & GCSE AQA, OCR, EDUQAS)

This service should only be used in order to decide whether or not it is worth applying for a review of results.

Do not use if intending to use Priority service 2 review.

Fee: GCE £15.00 per annotated script

Application must be made to the Examination Officer in person and payment by ParentPay no later than
GCE 2.00pm on Thursday 22 August 2019 / GCSE 2pm on Thursday 29 August 2019

Requesting PHOTOCOPIED Scripts (GCE & GCSE Pearson Edexcel)

Fee: GCE & GCSE £5.00 per non annotated script (where available).

Application must be made to the Examination Officer in person and payment by ParentPay no later than
2.00pm on Thursday 12 September 2019

Requesting ORIGINAL Scripts

This service should be used except when deciding whether or not to apply for a review. Once this service is used you cannot ask for a review.

Fee: GCE £15.00 per script GCSE £15.00 per script

Application must be made to the Examination Officer in person and payment by ParentPay no later than
2.00pm on Thursday 12 September 2019

**PLEASE NOTE: The Review of Results Candidate Consent Form MUST be completed for all RoR and ATS requests.
Payment must be made via ParentPay before applications will be processed.**

Applying for Re-sits / Collecting Exam Certificates

Resits

You can apply to re-sit Linear GCE awards in the next available exam series (**June 2020**), as an external candidate. You cannot apply for Summer 2020 resits until you have consulted with subject teachers and Head of Centre.

Fees: All Linear subjects range between £70.00 and £140.00 per award.

DEADLINES FOR RESIT APPLICATIONS WILL BE 15 NOVEMBER 2019.

PLEASE NOTE: Resit Requests MUST be confirmed by Head of Centre and payment made before re-sit applications will be processed.

LATE RE-SIT APPLICATIONS WILL INCUR LATE FEES.

Examination Certificates – These can be collected on Speech Day or by arrangement thereafter. A Level certificates may also be collected at an informal gathering for School leavers on Monday 16 December 2019 between 3.45pm and 5.00pm.