



**St Cuthbert's
Catholic High School**
Live life in all its fullness

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Dear Student

Student guide to remarks and paper returns - June 2017 GCSE Results

If you wish to have your paper remarked and you have discussed it with a member of staff, please complete the attached 'enquiries about results and appeals' form and return it to school with payment as soon as possible but before Friday 15 September 2017.

For this service the exam boards charge the following fees per paper:

- AQA - £36.50
- Pearson - £35.90
- WJEC - £36.49
- OCR - £45.60

For example – Maths GCSE remark is the Pearson exam board. There are 3 papers so the total cost would be £35.90 x 3 = £107.70.

Fees are refunded if the enquiry about results leads to a change in the overall subject grade.

Payment may be made in cash to the school or by cheque payable to 'St Cuthbert's Catholic High School'. Please write your name and subject for remark in pencil on the reverse of your cheque.

If you wish to request a copy of your papers back to use for revision purposes (useful if you need to re-sit English or Maths) please complete the 'access to scripts form' and again return to school with payment by 15 September 2017.

The fees for this service are:

- AQA - £11.00
- Pearson – no charge
- WJEC - £13.34
- OCR - £11.00

Please note a remark request cannot be processed if the original script is requested.

Remember marks can go down as well as up.

Any queries should be discussed with your subject teacher or our Exams Officer – Mrs Sanderson.

Yours sincerely

Mrs C Twist
Headteacher



Appendix A



AQA City & Guilds CCEA OCR Pearson WJEC

ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form

Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result, (a review of the original marking) and a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- 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 your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

.....
.....

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.

Appendix B



AQA City & Guilds CCEA OCR Pearson WJEC

ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number must be removed.

If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signed: Date:

This form should be retained on the centre's files for at least six months.