

# Examinations Office

## POST-RESULTS SERVICES (PRS) REQUEST & CANDIDATE CONSENT FORM

In order to proceed with any post-results service request, you must **fully complete** and **sign** this form. This confirms that you have understood what the outcome of an enquiry might be, and that you give your consent for the service requested. You must also obtain the relevant subject tutor's signature for each subject request. The completed **form** and **payment** should be taken to Reception by the appropriate deadline, who will pass on the form to the Exams Office to be processed.

- **FORMS WILL NOT BE ACCEPTED AFTER THE DEADLINE**
- **CORRECT PAYMENT OF THE TOTAL AMOUNT MUST BE MADE AT THE TIME OF SUBMISSION**  
(Change cannot be given)
- **FORMS WILL NOT BE ACCEPTED WITHOUT PAYMENT** (except in the case of staff/department requests where funds will be transferred at a later date)

**Please Note:**

If the school makes an enquiry about the result of one of your examinations (i.e. a paper is re-marked), after your subject grade has been issued, there are three possible outcomes:

1. Your original mark is confirmed as correct, and there is no change to your mark/grade.
2. Your original mark is raised so that your final mark/grade may be higher than the original mark/grade you received.
3. Your original mark is lowered so that your final mark/grade may be lower than the original mark/grade you received. **Please be aware that in this case, the LOWER mark will count.**

<b><u>Name:</u></b>	<b><u>Candidate Number:</u></b>

<b><u>Awarding Body:</u></b>	
<b><u>Subject:</u></b>	
<b><u>Unit/Paper Code:</u></b>	
<b>Enquiries about Results (EAR) (please tick)</b>	
<i>Clerical re-check:</i>	
<i>Re-mark:</i>	
<b><u>PRIORITY</u> Re-mark:</b>	<i>(GCE only)</i>
<b>Access to Scripts (ATS) (please tick)</b>	
<i>Original Script:</i>	
<i>Photocopied Script:</i>	<i>(GCE only)</i>

<b><u>Signed (Subject Tutor):</u></b>	<b><u>Staff script requests:</u></b> (HoD please sign if Department is to be charged)
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\* I give my consent for Harlington Upper School to request the PRS detailed above, and agree to pay any fees that may be incurred. In giving consent I understand that if a script is to be re-marked, the final subject grade awarded to me may be lower than, higher than or the same as the grade that was originally awarded for this subject.

\* *I agree to tutors using my script(s) for teaching purposes (for staff script requests only)*

<b><u>Candidate Signature:</u></b>	<b><u>Date:</u></b>