

Examinations Office

Please read this leaflet carefully, taking particular note of the DEADLINES and FEES;
Late applications will not be accepted.

Enquiries about Results (EAR)

Service 1: Clerical Re-check

A re-check of all clerical procedures, with access to scripts. This service does not re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc).

Fees: GCE/GCSE Modular/Unitised Exams £14 per module (£24.00 with access to script)

Application and payment must be made to the Exams Office no later than

3pm on Monday 13th September 2010

The target date for completion is within 30 days of the Awarding Body receiving the request.

PRIORITY Service 2: Re-mark (GCE only)

This is an urgent application for a re-mark that will be looked at immediately. This service may only be used if your place at University depends on the result in question.

Fee: See table below

Application and payment must be made to the Exams Office no later than

12 noon on Monday 23rd August 2010

Scripts should be returned back in the Centre by Friday 10th September 2010

Service 2: Re-mark

A script may be re-marked, with access to scripts. Marks may go up, down or stay the same.

Fees: GCE Fees vary according to each Exam Board (see table below)

Linear GCSE/GCE Fees vary according to each Exam Board (see table below)

Application and payment must be made to the Exams Office no later than

3pm on Monday 13th September 2010

The target date for completion is within 30 days of the Awarding Body receiving the request.

Access to Scripts (ATS)

PRIORITY Service: Requesting PHOTOCOPIED Scripts (GCE - all Boards)

This PRIORITY service is faster but more expensive. It should only be used in order to decide whether or not it is worth applying for a re-mark.

Fee: £14.00 per script.

Application and payment must be made to the Exams Office no later than

12 noon on Monday 23rd August 2010

Scripts should be returned back in the Centre by Friday 10th September 2010

Requesting ORIGINAL Scripts

This service should be used except when deciding whether or not to apply for a re-mark.

Fee: £10.00 per script.

Application and payment must be made to the Exams Office no later than

3pm on Monday 13th September 2010

Scripts should be returned back in the Centre by Tuesday 16th November 2010

PLEASE NOTE: The "Post-Results Services Request & Candidate Consent Form" (overleaf) MUST be completed for all EAR and ATS requests and correct payment made before applications will be processed.

| Enquiries About Results Fees | Exam Board | | | | | |
|------------------------------|------------|--------|--------|--------|--------|--------|
| | EDEXCEL | | OCR | | AQA | |
| Service | GCSE | GCE | GCSE | GCE | GCSE | GCE |
| Re-mark | £27.00 | £37.00 | £35.00 | £35.00 | £35.00 | £44.00 |
| Re-mark with copy of script | £37.00 | £47.00 | £47.00 | £47.00 | £45.00 | £55.00 |
| Clerical Check | £14.00 | £14.00 | £14.00 | £14.00 | £14.00 | £14.00 |
| Access to Scripts | | | | | | |
| Return of Original | £10.00 | £10.00 | £10.00 | £10.00 | £10.00 | £10.00 |
| Photocopy of Original | n/a | £14.00 | n/a | £14.00 | n/a | £14.00 |

Fees are charged per candidate for each module/unit required.