

South Wilts Grammar School for Girls

A Specialist Science, Maths and Computing College

Stratford Road, Salisbury, Wiltshire, SP1 3JJ

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Headteacher Michele Chilcott BSc MA **Deputy Headteacher** Carolyn Stammers BA MA

August 2017

RESULTS NOT WHAT YOU HOPED FOR? Read this...

If your results are not what you hoped for then there are a number of options available. Please seek guidance from your teacher before making any requests. All requests must be made through the SWGS Exams Office in N28. The School will be open during August from 9:00am until 3:00pm Monday to Friday until the start of the new school term. **Here are the services offered by the exam boards...**

Service Type	Deadline (for receipt by Exams Officer)	AQA fees	Edexcel fees	OCR fees	Service Type Description
Re-mark	Friday 15 th September	£42.75	£42.20	£46.10	Exam boards review your paper to make sure that: (a) the mark scheme has been applied correctly and (b) your marks have been added up correctly. Your consent is required since your mark could be lowered as well as increased.
NB. Not available for coursework. Could take up to 30 calendar days.					
Priority Re-mark	Thurs 24th August	£50.80	£50.20	£56.80	As above BUT your request is prioritised to enable you to meet UCAS deadlines. This service is only available to 2016-2017 UCAS applicants whose university places are dependent on the outcome.
NB. Could take up to 18 calendar days.					
Copied Script	Thurs 24th August	£14.45	FREE	£11.90	Exam boards send you a copy of your original answer paper to help you decide upon a non-priority re-mark.
NB. Don't request this to decide upon a priority re-mark as there is not enough time - could take up to 18 calendar days. You can, however, request a copy of any re-marked script for either priority or non-priority re-marks. PLEASE NOTE THAT EDEXCEL DO CHARGE FOR COPIES OF REMARKED SCRIPTS – THE FEE IS £11.10					
Non Priority Copied Script	Friday 29 th September	£11.50	FREE	£11.50	Exam boards send you your original answer paper.
NB. Once requested, you cannot then request a re-mark since the security of your paper will have been compromised. This service is useful if you need to prepare for re-sits.					
Re-sit	January 2018	Various		Various	Any unit can be re-taken in a later exam season. The January 2018 deadline is for the Summer 2018 exams.
NB. Re-sits are processed via a separate form. The Summer 2017 form will not be available until January 2018.					

If you wish to request a re-mark, a priority re-mark, a copied script or a non-priority copied script, please turn over to complete the form.



"I wish to request one of the services offered by the exam boards..."

SWGS policy regarding re-mark and script requests...

- Re-mark requests must be made in person. The School is open during August from Monday to Friday 9:00am to 3:00pm. Do not rely on the post, do not email and do not rely on a member of staff to deliver your request.
- Script requests do not have to be submitted in person **unless** you are handing them in on the day of the deadline.
- Requests made without a cheque will not be actioned.
- Exam boards have different policies on refunds for re-marks that go up. These policies can be found on their respective websites. SWGS will refund according to each exam board's refund policy.

Student name : **Candidate number :**

(Email address is required for acknowledgment of request and notification of outcome)

Student email address :

SECTION 1 :

Exam title and code – this can be found on your statement of results	Exam board	Service Type						Cost
		Re-mark		Priority Re-mark		Copied Script	Original Script	
		Tick	<small>Tick if you want a copy of the re-marked script as well – please be aware that this costs extra (cost overleaf).</small>	Tick	<small>Tick if you want a copy of the re-marked script as well – please be aware that this costs extra (cost overleaf).</small>	Tick	Tick	
Eg. Geography 4, 6GE04	EDX	✓	✓					£42.20 + £11.80
Total								

SECTION 2 (tick as appropriate) :

- For re-marks :

- "I confirm that I have discussed the decision to request a re-mark with my teacher."
- "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 awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject."

- For re-marks and script requests :

I attach a cheque payable to South Wilts Grammar School for the sum of £ _____

Signed : _____

Date : _____

