

Autumn 2024 Results Day	
GCSE	Thursday 09 January 2025

Information about the arrangements for results days has been sent to students. All results will be emailed to students on the morning of results day.

Certificates

The results that students receive on results days are provisional results. The only proof of final grades are certificates. It is these certificates that further education and potential employers will request to see as confirmation of qualification grades.

Certificates for Autumn 2024 examinations will be sent by exam boards to Fullbrook by the end of April 2024. Students will be contacted by email once these have been checked, verified and are available for collection. All Autumn 2024 unclaimed certificates will also be available for collection alongside summer certificates for 2025.

Please note that Fullbrook are only required to retain certificates for a period of 12 months, after which point they may be securely destroyed. We would like to make you aware that Fullbrook do not keep copies of certificates and some exam boards do not offer a replacement service and in such circumstances will only be able to issue a certifying statement of results. The exam boards also charge fees for these replacement services.

Enquiries about Results and Reviews of Marking

Normal post results services are available for the Autumn 2024 exam series, including Clerical Re-checks, Reviews of Marking and Access to Scripts. Fees are payable at the time of request for all services. All requests must be made in writing by completing the appropriate form and submitted by the published Fullbrook deadlines.

The student's signature is required (confirming consent for the review) for all review of results services as marks/grades can remain the same, go up or down. Any change in marks/grades cannot be reinstated and the reviewed mark/grade must stand. The component fee will be refunded if the subject grade increases. The outcome will go directly to the Exams Office. The Exams Office will notify the student directly by email within one week of the receipt of outcome from the exam board.

Before requesting a review of results, students should read the information below and consult with their teacher or the head of faculty for the subject so they may make an informed decision about whether to request a review.

Clerical re-check (Service 1)

- This service will include the following checks;
 - That all parts of the script have been marked;
 - The totalling of the marks;
 - The recording of the marks.
- Exam Boards will complete clerical re-checks within 10 calendar days of receiving the request from Fullbrook.

Review of Marking (Service 2)

- This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.
- Reviewers **will not** re-mark the script (exam paper). They will only act to correct any errors identified in the original marking.
- A marking error can occur because of:
 - An administrative error;
 - A failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
 - An unreasonable exercise of academic judgement.
- This service will include;
 - The clerical re-checks as detailed in Service 1;
 - A review of marking as described above.
- Exam Boards will complete reviews of marking in the timeframe below;
 - Within 20 calendar days of receiving the request from Fullbrook

The JCQ appeals process is only available following the outcome of a review of results and further information will be issued when Fullbrook email the review outcome to the student.

<https://www.jcq.org.uk/exams-office/appeals>

Internal Appeals Procedure and Policy

All requests for reviews must be submitted (and thus supported) by Fullbrook. We may recommend that a review (or subsequent appeal) is not in the best interest of the student, for example; where marks are too close to lower grade boundaries. In the event of Fullbrook and the student, or their parent/carer not being in agreement as to whether a review should be submitted, the Fullbrook Internal Appeals Procedure should be followed. This can be viewed within our Exams Policy (Appendix 6), available on the exams page of the website

<https://www.fullbrook.surrey.sch.uk/exams/>.

Access to Scripts (ATS)

Fullbrook would like to use your exam scripts as part of teaching and learning and a consent form is enclosed with results. We would be grateful if students can complete the form enclosed with their results and return it to the exams office. Students can choose to have their name and candidate exam number removed from their scripts when teacher use them as examples.

Students may also choose to order a copy of their exam script(s) by completing the relevant form (fees payable). If the exam paper was marked electronically, it will be returned electronically via email. Other exam papers may be returned by post.

Please note that once access to scripts has been requested, it may not be possible to request a subsequent review of marking. Students who wish to request access to their scripts in support of a potential review of marking should select the 'priority access' option. Where Fullbrook staff have recommended a review of marking with advance access to scripts, there is no fee charged to the candidate for accessing the script.

Deadlines

All requests must be made by the student (not the parent/carer) by completing the relevant form and submitting to the exams office. This can be done via email (exams@fullbrook.surrey.sch.uk).

Review Service	Deadline
Review of Marking – Service 2	Thursday 06 February 2025
Clerical Re-check - Service 1	Thursday 06 February 2025
Access to Scripts (ATS)	Thursday 06 February 2025
Priority Access to Scripts (in support of reviews of marking)	Thursday 16 January 2025

Fees

All fees must be paid at the time of request and in advance of Fullbrook submitting requests for reviews or copies of scripts to the exam board. Payment can be made by cash, cheque or BACS.

All BACS payments must have the following reference so they can be identified:

EXAMS your CANDIDATE NUMBER and your LASTNAME (or as much of your last name as the character limit allows).

(Example: EXAMS1234SEDDON)

Sort code: 40-47-08 Account number: 42272822 Account name: Fullbrook

No student will be penalised due to inability to pay and, should this difficulty arise, please do not hesitate to contact the exams office in confidence (exams@fullbrook.surrey.sch.uk).

Please complete the relevant request form(s) if you would like to request a review of marking service or access to exam script(s).

All forms must be returned to the Exams Office via email by the published deadlines (exams@fullbrook.surrey.sch.uk). Requests received after the deadline will not be accepted.

FORM 7 – POST RESULTS SERVICES AUTUMN 2024
7.1 - PART ONE – REVIEWS OF MARKING & CLERICAL RE-CHECKS

Review Service	AQA	Pearson Edexcel
Service 1 – Clerical Re-check	£9.05*	£13.10*
Service 2 – Review of Marking	£42.00*	£46.70*
ATS – Access to Scripts Request (administrative fee per subject)	£5.00	£5.00
* fees are per exam paper/component		
Deadlines to request reviews or clerical checks		
Reviews of Marking, Clerical Re-checks and Access to Scripts – Thursday 06 February 2025		
Priority Access to Scripts (to support a review of marking) – Thursday 16 January 2025		
7.1 PART ONE - REVIEWS OF MARKING & CLERICAL RE-CHECKS – REQUEST FORM		
STUDENT TO COMPLETE		
Student Name (block capitals please):	Candidate/Exam Number:	
REVIEW SERVICE (please tick the review service you require)		
<input type="checkbox"/> Service 1 – Clerical Re-check <input type="checkbox"/> Service 2 – Review of Marking		
Exam Board		
Subject		
Unit(s)/component code(s)		
English Language 8700/1, 8700/2		
Mathematics IMA1/1, IMA1/2, IMA1/3 – (F or H)		
Total Fee(s) Payable	£	
Tick here if already paid for scripts & deduct that fee from the total <input type="checkbox"/>		
Payment Method (please tick box) <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> BACS	BACS Payment Reference EXAMS _____	
Fullbrook Supported Review:		
I have consulted with Fullbrook staff who support this request for review (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of member of Fullbrook staff consulted: _____		
Student Signature		
Your signature confirms that you authorise the Review of Marking/clerical re-check and understand that grades may go up, down or remain the same.		
Date of Request		

This form must be received by the deadlines specified. Any forms received after this deadline will only be processed subject to approval by the Exams Officer and, in accordance with Exam Board deadlines.

FORM 7 – POST RESULTS SERVICES AUTUMN 2024
7.2 - PART TWO – ACCESS TO SCRIPTS (ATS)

Students may order their exam scripts. The fees (unless Fullbrook staff recommend to support review of marking decisions) and student's signature is required. If the exam paper was marked electronically, it will be returned electronically. Other exam papers may be returned by post.

Access to Scripts	Fees
	Fee per subject
AQA / Pearson Edexcel (administrative fee)	£5.00
Access to Scripts Request Deadlines	
Access to Scripts – Thursday 06 February 2025	
Priority Access to Scripts (to support a review of marking) – Thursday 16 January 2025	
Access to Scripts Service (please tick the review service you require)	
<input type="checkbox"/> Access to Scripts <input type="checkbox"/> Priority Access (in support of potential review of marking)	
(No charge where recommended by Fullbrook staff)	
Name of staff member: _____	
Student Name (block capitals please):	Candidate/exam number:
Exam Board	
Subject	
Unit(s)/component code(s)	
English Language 8700/1, 8700/2	
Mathematics IMA1/1, IMA1/2, IMA1/3 – (F or H)	
Total Fee(s) Payable	£
Payment Method (please tick box)	BACS Payment Reference
<input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> BACS	EXAMS _____
Student Signature	
(electronic signature by typing name or email address is acceptable however, the form must be emailed from an email address that recognisably belongs to the student)	
Date of Request	

This form must be received by the deadlines specified. Any forms received after this deadline will only be processed subject to approval by the Exams Officer and, in accordance with Exam Board deadlines.