

Autumn (NOVEMBER) 2025 Results Day	
GCSE	Thursday 08 January 2026

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 2025 examinations will be sent by exam boards to Fullbrook by the end of April 2026. Students will be contacted by email once these have been checked, verified and are available for collection. All Autumn 2025 unclaimed certificates will also be available for collection alongside summer certificates for 2026.

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 2025 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.

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 and Process

All requests must be made by the student (not the parent/carer) by completing the relevant form and submitting to the exams office. All requests should be sent from an email address that recognisably belongs to the student. Please email requests and completed forms to exams@fullbrook.surrey.sch.uk. All requests, forms (and associated payments) must be received by the published deadlines below. Requests received after the deadline will not be accepted.

Review Service	Deadline
Review of Marking – Service 2	Thursday 05 February 2026
Clerical Re-check - Service 1	Thursday 05 February 2026
Access to Scripts (ATS)	Thursday 05 February 2026
Priority Access to Scripts (in support of reviews of marking)	Thursday 15 January 2026

Fees

Review Service	AQA	Pearson Edexcel
Service 1 – Clerical Re-check	£9.40*	£14.00*
Service 2 – Review of Marking	£43.50*	£50.00*
ATS – Access to Scripts Request (administrative fee per subject)	£5.00	£5.00
* fees are per exam paper/component		

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
(Learning Partners)

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.