

## **Post-results services**

Students will be emailed a list of fees and services closer to the exam series. These will also be available on results days. All requests for post results services must be made via the exams office by submitting a Review of Results form and payment of the associated fees via Wise Pay. The College does not pay for any of the post review students, although students can apply for hardship funding if they cannot afford to pay for the service themselves. Decisions for hardship funding will be made on a case by case basis.

There are different levels of reviews

1. Clerical check – checks all the script has been marked, checks the totalling and recording of marks
2. Review of marking – checks the mark scheme has been applied properly (not a complete remark), completes clerical checks (completed within 20 days of exam board's receipt of request).
3. Priority review – available for summer A level results (the review has to be completed within 15 days of the exam board's receipt of request).

**For any reviews requested because a university place is dependent on the outcome, students should apply for a priority review.**

Decisions can be appealed and further guidance is available from the exams office and in the College Appeals Policy (available on the College website).

The outcome of the reviews are emailed to students and relevant staff. It is preferable to use the students College email address.

Teaching staff may approach students about gaining access to copies of scripts for use in their future classes, students have to give written consent for this (or complete a form) indicating whether or not they would prefer their name to be redacted.