

## POST RESULTS SERVICES: Application & Candidate Consent Form

In order to proceed with a post results enquiry or appeal, you must complete this application form and sign the declaration(s) below. Fully informed consent from the candidate is also acceptable by email, which must be attached to this form. This tells the Head of your Centre that you have understood what the outcome might be and that you give your consent to the enquiry or appeal being made.

### Enquiries about results (EAR) Candidate consent statement and signature

I give my consent to the Head of Ashton on Mersey School to make an enquiry about the result of the examination(s) listed. 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. I understand that the outcome of an EAR will be the grade on my certificate and it cannot be altered once the EAR is completed.

**By signing here I confirm my consent above:**

Signature:

Date:

### Access to scripts (ATS) Candidate consent statement & signature

I consent to my scripts being accessed by my centre.

**Tick ONE of the permission statements**

If any of my scripts are used in the classroom I do not wish anyone to know it is mine. My name and candidate number must be removed.

If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

**By signing here I confirm my consent/permission above:**

Signature:

Date:

Complete details below and return the form with payment to the Exams Officer **at least 3 working days before the deadline** (see over for services available/deadlines and separate sheet for fees).

**CANDIDATE NUMBER:**

**CANDIDATE NAME:**

**Email & tel no:**

Exam Board	Subject	Paper Ref	Service Required (see over)	Fee
			<b>Total Due:</b>	£

<b>Exams Office Use Only</b>	
Payment received: £	cash/cheque *
Service applied for date:	
Outcome received date:	
Candidate notified date:	
Enquiry complete date:	

\*If the school has instigated an EAR or ATS request and agreed to pay the fee, the form must be signed here by either Mr Moloney, Mrs Kenny or Mr B. Kelly.

Signature:

Position:

**This form should be retained on the centre's files for at least 6 months following the outcome of the enquiry about results or any subsequent appeal.**

## Series Summer 2017 Post Results Services Available

Post results services can be expensive and students are advised to seek advice from centre staff before applying. The table below explains what services are available following the publication of results. (Note: JCQ PRS refers to the JCQ Post Results Services booklet June & Nov 2017.)

JCQ Post-results service	Details of the service
<b>EAR Service 1: Clerical re-check</b>	<p>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</p> <ul style="list-style-type: none"> <li>• that all parts of the script have been marked;</li> <li>• the totalling of marks;</li> <li>• the recording of marks;</li> </ul> <p>[JCQ PRS 4.3.1]</p>
<b>EAR Service 1 with an ATS copy of re-checked script</b>	
<b>EAR Service 2: Review of marking</b>	<p>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. <b>This is not a re-marking of the candidate's script...</b> This service will include:</p> <ul style="list-style-type: none"> <li>• the clerical re-checks detailed in Service 1;</li> <li>• a review of marking as described above;</li> </ul> <p>[JCQ PRS 4.3.2]</p>
<b>EAR Service 2 with an ATS copy of reviewed script</b>	
<b>EAR <u>Priority</u> Service 2: Review of marking</b>	<p>This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. <b>It is not a re-marking of the candidate's script...</b> It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.</p> <p>[JCQ PRS 4.3.3]</p> <p>This service is also available for <u>Pearson</u> GCSE.</p>
<b>EAR Priority Service 2 with an ATS copy of reviewed script</b>	
<b>EAR Service 3: Review of moderation</b> ( <i>This service is not available to individual candidates.</i> )	<p>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. <b>This is not a remoderation of the candidates' work.</b></p> <p>[JCQ PRS 4.3.4]</p>
<b>ATS: Copy of script to support a review of marking</b>	<p>This is a priority service that ensure copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for</p>
<b>ATS: Copy of script to support teaching and learning</b>	<p>This is a non-priority service enabling centres to request copies of scripts to support teaching and learning.</p>

To make sure your request is processed in time you must hand it in to the Examinations Officer at least **3 working days before** the stated deadline. Applications must be accompanied by the correct fee (cheques payable to Ashton on Mersey School). Please refer to the separate document '**Post-results services: Deadlines, fees and charges - Summer 2017**'. If a grade is amended as a result of an enquiry the review fee will be refunded.

Candidates please check you have ticked the box and signed the consent form overleaf.