



Wadebridge School

**Guidance for
Students & Parents**

**After the Examinations
Results and Post-Results**

**Centre Number: 53641
Summer 2025**

This guide provides advice for examination results
received by candidates at Wadebridge School

**Please read this document carefully
and retain it for future reference**

If there are **ANY** questions or problems, please contact the school on 01208 812881 or by
emailing exams@wadebridge.cornwall.sch.uk

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After the Examinations

Collecting Results

Results will be available for collection, in person by students, from the Main Hall on **Thursday, 21st August 2025 between 8.30am and 11am.**

Any student who would like another person to collect on their behalf, (including family members), must give written authorisation to Mr Lee, Exams Manager, before the end of term. A form to do this is provided on the school website in the [Student Exams Handbook](#) (page 17). Copies are available in the Exams Office.

Candidates who do not collect their results on results day, will receive notification through the normal post. Letters will be posted on results day and cannot be posted before results day.

No results will be given out by telephone under any circumstances; this is to comply with Data Protection. Results can be emailed, providing written permission has been provided - see [Student Exams Handbook](#) (page 17). Results will only be sent to students' Wadebridge School WS email account. Please note these accounts will only remain available to students until 30th September 2025.

Staff will be available, in school, on results day to deal with any specific exam/careers related guidance you may require.

On results day you will receive a 'Statement of Results'. Please note this is not your final certificate and results are provisional at this stage and may change.

Post Results Services

Review of Results

All Review of Results (RORs) should first be discussed with the relevant Head of Department and/or Subject Tutor, who will advise on the viability of such a request. The "Review of Results Form" should then be completed and signed (Appendix A). Please note, examination boards make a charge for each Post Result Service (see Appendix C). If a review results in a change of grade, then the charge will be refunded.

Important: marks can go down as well as up and candidates could receive a lower mark following a Review of Results and therefore a lower overall grade.

In the school's experience, it is unusual for marks to change upwards by more than a marginal amount. However, the school reviews the marks the candidate and others have achieved and will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with the candidate's consent).

Review of Results categories:

Service 1 - Clerical Re-Check

This service includes the following checks:

- That all parts of the script have been marked
- The totalling of marks

- The recording of marks

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component included in the enquiry.

The target for completion is within 10 calendar days of the exam board receiving a request.

Deadline for Service 1 requests to be received by the school: 22nd September 2025.

Service 2 - Review of Marking

This is a post-result review of the original marking to ensure that the mark scheme has been applied correctly. 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

Please note that reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

The target for completion is within 20 calendar days of the exam board receiving a request.

Deadline for Service 2 requests to be received by the school: 22nd September 2025.

Access to Scripts

Provides an electronic copy of a candidate's exam script for review prior to initiating a Review of Results or to support teaching and learning.

Deadline for Access to Scripts requests to support Review of Results to be received by the school: 15th September 2025.

There is no fee for this service for all GCSE and some vocational subjects. The "Access to Scripts Form" should then be completed and signed (Appendix B).

Certificates

Exam boards provide certificates directly to the school, once all post-results actions have been completed. This is usually in November. A communication will be sent out once certificates are available for collection. The candidate must collect and sign for their certificates in person, unless they provide written permission naming someone else to do so on their behalf. Please ensure that any changes to postal addresses or other contact details are provided to the school to ensure contact can be made.

Please note: JCQ regulations state that certificates should be kept by the school for 12 months. If they remain uncollected after this, they may be disposed of securely.

Certificates are important documents. Most educational institutions and potential employers will ask to see your original certificates. If you lose or fail to collect your Certificates, you will need to obtain duplicates from the relevant Awarding Body. Awarding Bodies will charge for this service and in some circumstances will provide a 'Statement of Achievement'.

Appendices

Appendix A - Review of Results Form

Appendix A – Clerical re-checks, reviews of marking and appeals – Candidate consent form



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Clerical re-checks, reviews of marking and appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

.....

.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

☐ I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- ☐ If any of my scripts are used in the classroom, I do not wish anyone to know they are 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.

Signed: Date:

This form should be retained on the centre's files for at least six months.

Appendix C - Review of Results Charges

The following provides a table of charges* made by exam boards for Review of Results services. It is not intended to be exhaustive and other charges may be made by exam boards.

Exam Board	Service 1 Clerical Re-Check*	Service 2 Review of Marking*	Access To Scripts**
AQA	£9.40	£43.50	No charge
Edexcel (Pearson)	£14.00	£50.00	No charge
OCR	£11.50	£65.25	No charge
WJEC/Eduqas	£11.00	£43.00	No charge

Please note, the above fees are per unit/component. Some examinations consist of multiple units/components.

*Charges are the latest available and may be subject to an annual increase from the examination boards

**Applies to all GCSE subjects and most vocational subjects.

