

Access to Scripts, Review of Results and Appeals Procedure 2025-26

Approved/reviewed by	
Governing body Sep 2025	
Date of next review:	Sep 2026

This document will be sent to the students and parents in advance of results day.

Post-Results Services

Summer 2026

Access to Scripts

- Scripts should be ordered if you are considering a review of marking.
- You will receive your exam script via your email address.

	AQA	Pearson	OCR	WJEC	Deadline
Priority Access to Script	Free	Free	Free	Free	3 September 2026(AQA)

Review of Marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of your exam script.

If you request a review of marking it will include:

- A clerical check
- A second examiner reviewing the paper/recording again to identify genuine marking errors or unreasonable marking.

If the original mark could have been reasonably achieved from the mark scheme the mark will not be altered. This means that minor discrepancies between examiners will not result in a change of mark following a review.

Review of marking: this is a standard service for those students who do not have a College place dependent on the outcome. We recommend that you first order a priority exam script and ask your subject teacher to review it. This will enable you, and the School, to make an informed decision about whether a review of marking is the correct course of action.

With all types of review, marks and grades can be raised, lowered or stay the same and for that reason you will be required to give your consent for the School to request it. All requests made to the exam board are School requests, therefore the School has the right to refuse a student request if we do not think it is advisable.

How long it takes: It can take up to 20 calendar days for a review of marking, once the request has been received by the exam board. Dates are showing current year and will be updated when published

Review of marking outcomes will be emailed to you as soon as they come in.

	AQA	Edexcel	OCR (2025)	WJEC	Deadline for Ordering
Clerical re-check	£9.40	<u>£14.00</u>	£11.50	£11.00	24 September 2026 (AQA)
Review of Marking	£43.50	£50.00	£65.25	£46	24 September 2026 (AQA)
Appeals (stage 1) Preliminary Appeal	£129.30	<u>£150.00</u>	£199.00	£120.00	Within 30 calendar days of the awarding body issuing the outcome of review of marking
Appeals (Stage 2) Appeal Hearing	£221.55	<u>£200.00</u>	£284.25	£200.00	Within 14 calendar days of receipt of the preliminary appeal outcome

* Please note some units will attract a different level fee to the one stated and you will be notified of this when making a request.

Review of Marking: Appeals Procedure

The exam boards will only accept review of marking requests made by the School. They will not accept requests directly from candidates.

If the School denies your review of marking request, you are entitled to appeal this decision. To do this you must clearly state, in writing, the reasons why you disagree with the School's decision and feel a review should be requested. This should make reference to the exam script and where you feel the mark scheme has not been correctly applied (mark schemes are available on request from the subject area).

Your appeal must be submitted to the **Exams Officer** on exams@st-marks-southampton.org.uk before the published School deadline for reviews. This will then be reviewed by a senior member of staff and you will be notified of the outcome.

Refund Policy for Marking Reviews

AQA: where the original subject grade is amended as a consequence of the review, you will be entitled to a refund. Where the subject grade changes you will also be entitled to a refund for related unit reviews in that series.

Edexcel: where the original subject grade is amended as a consequence of the review, you will be entitled to a refund.

OCR: where the original subject grade is amended as a consequence of the review, you will be entitled to a refund. Where the subject grade changes you will also be entitled to a refund for related unit/component reviews in that series and the priority script fee for the component which resulted in a change.

WJEC: where the original subject grade or unit grade (modular courses only) is amended as a consequence of the review, you will be entitled to a refund. Associated units will also be refunded.

This reflects the current exam board invoicing policies but is subject to change if the exam board makes any amendments. Further clarification regarding circumstances in which you will be entitled to a refund can be given at the time of booking the review(s).

Post-results services: request, consent and payment form Summer 2026

To request a Review of Results (RoR) service and/or an Access to Scripts (ATS) service, email exams@st-marks-southampton.org.uk before the deadline dates listed below to confirm the required consent. A summary of the services available are referenced below.

Deadlines to request by service reference number (SRN):

- R1 R1a R2 R2a R3 by 24th September 2026
- A1 (GCSE) 3rd September 2026
- A2 by 24th September 2025

SRN	Post-results service	Details of service
<u>R1</u>	RoR Service 1 (Clerical re-check)	This is a re-check of all clerical procedures leading to the issue of a result... This service will include the following checks: • That all parts of the script have been marked • The totalling marks • The recording of marks
<u>R1a</u>	RoR Service 1 with and ATS copy of re-checked script	
<u>R2</u>	RoR Service 2 (Review of marking)	This is a post-results review of the original marking to ensure the agreed mark scheme has been applied correctly... Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking... this service will include: • The clerical re-checks detailed in service 1 • A review of marking as described above
<u>R2a</u>	RoR Service 2 with an ATS copy of reviewed script	
<u>A1</u>	ATS Copy of script to support review of marking	This is a priority service the ensures copies of script are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
<u>A2</u>	ATS Copy of script to support teaching and learning	This is a non-priority service to request copies of scripts to support teaching and learning

FOR EXAM OFFICE USE ONLY

Total fee(s) received	£	Service(s) applied for		Outcome received		Candidate notified		Outcome(s) complete	
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