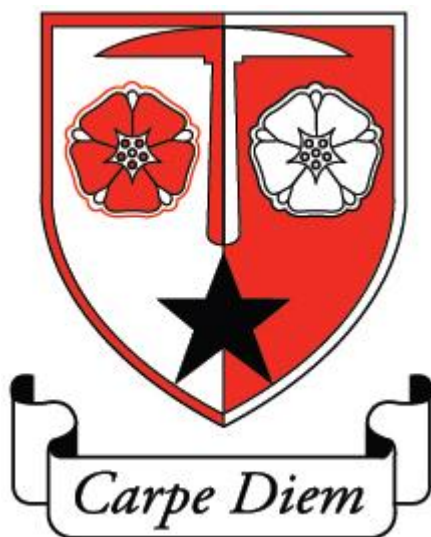


AUDENSHAW SCHOOL



POST RESULTS SERVICES HANDBOOK

OUR VISION

At Audenshaw School, working together in partnership, we build exceptional young men. Through developing Respect, Responsibility and Resilience, we empower all boys, no matter their starting point, with the knowledge and character to shape the pathway to their future success.

POST RESULTS SERVICES FOR SUMMER 2026 EXAM STUDENTS

Please read this document carefully.

Congratulations! Enclosed are your results. Below is some information you may find useful.

If you are happy with your grades

You do not have to do anything further.

If you are not happy with your grades.

You can speak with your teacher or the Exams Officer.

You can, at a cost to yourself, request the following services:

1. **Clerical re-check** – this checks the clerical procedures when marking a script, e.g. they will ensure that all parts of the script have been marked and all marks have been recorded and totalled correctly. (Service 1)
2. **Review of Results** – this checks the original marking to ensure that the mark scheme has been applied correctly. ***Please keep in mind that your grade could be lowered as well as raised.*** (Service 2)
 - You may be unsure as to which paper in a subject to get remarked.
 - Look at the Awarding Body's Website to research grade boundaries.
 - Liaise with subject teachers or Curriculum Leaders.
3. **Access to Scripts (ATS)** - this service is to request the original script to be returned. This service is available to individual candidates or centre staff (subject to candidate permission).

Costs, payment information and deadlines for all services can be found in the enclosed form. **Deadlines are strict** and requests will not be accepted by the Awarding Bodies after the deadlines given.

All requests must come through the Exams Office, and you must request them using the Enquiry, Consent & Payment form enclosed. Upon receipt of the Payment Form, the Exams Officer will forward an invoice for payment.

Requests will only be processed when payment has been received.

All requests will be dealt with as soon as possible.

If you are in any doubt as to what to do, please speak to the Exams Officer or the Curriculum Leader of the subject concerned.

Certificates will be available around November/December time, and you will be notified when they are ready to be collected (if your contact details have changed since leaving us, please email exams@audenshawschool.org.uk). If any reviews of markings are successful, these will be reflected on your certificate.

Students

CONCERNED ABOUT RESULT

- Look at Awarding Body's Website to research grade boundaries.
- Liaise with Subject Teachers or Heads of Departments.

If still concerned you can choose one of the 3 following options at a cost (please see overleaf)

Service 1 - Clerical re-check

This service will include the following checks:

- that all parts of the script have been marked
- the totalling of marks
- the recording of marks

Service 2 - Review of Results

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

- This service will include:
- the clerical re-checks detailed in Service 1
 - a review of results as described above

Access to Scripts (ATS)

This service is to request copies of the script to be returned. This service is available to individual candidates or centre staff (subject to candidate permission).

Where services are stated as free, there may be an admin fee to process the service if it is not for teaching or learning purposes.

Receive Enquiry about Results outcome

Do you still have a concern or complaint?

No

No further action

Please contact the Exam Office for the customer service/complaints procedure for the relevant examination board.

