Please refer to Appended guide as to which service suits you best. Please note that this service is not free and charges are applicable.

Please note that your marks or grades can go up, down or stay the same.

1. **Clerical Check (Service 1)**

A check of all clerical procedures which lead to us issuing a result.

This includes making sure:

* all parts of the exam paper have been marked
* marks have been recorded/added up correctly

Candidates’ marks or grades can go up, down or stay the same.

The deadline for completion is within 10 calendar days of receiving the request.

1. **Review of marking (Service 2)**

A check that our examiners have marked externally assessed components correctly.

This includes:

* a clerical check (Service 1)
* a copy of the reviewed script as part of the service
* a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking

Candidates’ marks or grades can go up, down or stay the same.

The deadline for completion is within 20 calendar days of receiving the request.

1. **Priority Review of marking (Service 2P)**

This service is the same as Service 2 (review of marking) but is processed faster.

Candidates’ marks or grades can go up, down or stay the same.

It is generally used when a candidate’s place in further/higher education depends on the outcome.

Only available for AS & A Level

The deadline for completion is within 15 calendar days of receiving the request.

1. **Access to Scripts**

 Priority copy of marked paper (access to scripts) to decide next steps (AS and A-level)

**Request deadline 31/08/23**

 Priority copy of marked paper (access to scripts) to decide next steps (GCSE)

**Request deadline 07/09/23**

 Original marked paper (access to scripts) to support teaching and learning

**Request deadline 28/09/23**

**PAYMENT:**

**BACS/Online Banking**

Payment to Newham Sixth Form College

Sort Code: 30-92-90

Account Number: 00937558

IBAN: GB11 LOYD 3092 9000 9375 58

BIC: LOYDGB21053

Please ensure that your student ID number is quoted in the reference section.

**Key Dates:**

**A-Level:**

**Results publication 17 Aug 2023**

**Priority review of marking closing 24 Aug 2023**

**Non-priority review of marking closing 28 Sep 2023**

**Clerical re-check closing 28 Sep 2023**

**Access to scripts (priority) closing 31 Aug 2023**

**Access to scripts (original) closing 28 Sep 2023**

**GCSE:**

**Results publication: 24 Aug 2023**

**Non-priority review of marking closing: 28 Sep 2023**

**Clerical re-check closing 28 Sep 2023**

**Access to scripts (priority) closing 07 Sep 2023**

**Access to scripts (original) closing 28 Sep 2023**

**Fees Applicable:**

**Fees are per paper /unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam level** | **Service 1** | **Service 2** | **Service 2P** | **Access to Scripts** |
| GCSE & Functional Skills (AQA) | £8.70 per unit/component | £40.35 per unit/component | N/A | Free |
| A Level (AQA) | £8.70 per unit/component | £46.75 per unit/component | £55.60 | Free |
| GCSE (Edexcel) | £11.90 | £42.40 | £48.70 | Free |
| A Level and BTEC (Edexcel) | £11.90 | £49.20£42.40 | £58.70 | Free |

If you have any questions please contact us at exams@newvic.ac.uk.