

GCE Enquiry About Results Form Summer 2025

Candidate Name:		Candidate Number:	
Candidate Contact Number:	This must be the candidates contact number in case of urgent queries regarding this request.	Candidate school email	

Service Details		Request Deadline
Priority Access to Script	A copy of the original marked script to help you decide whether to request a review of marking	27 th August
Non-Priority Access to Script	A copy of the original marked script for teaching & learning purposes.	24 th September
Clerical Check	A check of the script to ensure that all parts have been marked and that the totaling and recording of marks is correct	24 th September
Non-Priority Review of Marking	A review of the original marking to ensure that the agreed mark scheme has been correctly applied. <u>It is not a re-mark.</u> This service also includes a clerical check	24 th September
Priority Review of Marking	A priority review of the original marking to ensure that the agreed mark scheme has been correctly applied. <u>It is not a re-mark.</u> This service also includes a clerical check. This service should be selected if your continuing education is dependent on the outcome	20 th August

Please note that if you are considering a review of marking, you must first have a discussion with the relevant Head of Department. The Head of Department will need to sign the form to confirm this discussion has taken place and that they approve the request.

Please be aware that when requesting a review of marking that grades can go up, go down or stay the same. There is no grade protection, and the review of marking outcome will be the final grade awarded.

Please complete ALL details below as accurately as possible to avoid delays in processing your request. Exam board and paper/unit codes can be found on your results slips. Please note that the fees charged are per subject paper and not all papers per subject.

Exam Board	Subject	Paper/Unit Code	Service Requested	Fee Due

Exam Boards and Fees - Please note that all fees are per unit/paper and not per subject.

Subject	Board	Service	Cost per Unit/Paper
Biology, Chemistry, Drama & Theatre, French, German, Mathematical Studies, Psychology, Spanish	AQA	Priority Review of Marking:	£59.90 (includes a copy of the reviewed script)
		Review of Marking:	£50.40 (includes a copy of the reviewed script)
		Clerical Re-check:	£9.40
		Copy of Script:	Free
Chinese, Economics, AS Further Mathematics, A Level Further Mathematics, Mathematics, Russian	Pearson Edexcel	Priority Review of Marking:	£68.00
		Review of Marking:	£57.00
		Clerical Re-check:	£14.00
		Copy of Script:	*Free
Computer Science, History, Physics, Religious Studies	OCR	Priority Review of Marking:	£80.25
		Review of Marking:	£65.25
		Clerical Re-check:	£11.50
		Copy of Script:	Free
Business, English Literature, Geography, Geology, Music	WJEC	Priority Review of Marking:	£58.00
		Review of Marking:	£49.00
		Clerical Re-check:	£11.00
		Copy of Script:	Free

*Pearson Edexcel will charge £15.00 per unit/paper for post review of marking copies of scripts

Fees

Payment must be paid by BACS and a receipt of the transaction sent to Ms Burchell (kyb@truroschool.com) before a request can be processed:

Name; Truro School Petty Cash Account
 Bank; HSBC
 Account no; 00815217
 Sort code; 40-44-34

Please use the following as the payment reference; **“Surname; Candidate number; EAR”**
 (“EAR” is an abbreviation for Enquiry About Results)

Parental Signature: By signing below you are acknowledging and agreeing to cover the fees for all services requested by the candidate. Please send proof of payment to kyb@truroschool.com. Requests for after results services cannot be submitted to the exam boards until payment has been made.

Candidate Signature: By signing below, you are acknowledging that you give your consent for Truro School to process the requests detailed on this form. Please check carefully that all information provided is correct as mistakes cannot be rectified once they have been sent to the awarding bodies.

You are also acknowledging that you understand, following a review of marking, that your results may go up, go down or may stay the same as the grade originally awarded.

Head of Department Signature: By signing below you are confirming that you have discussed the options and recommended the best course of action for the candidate.

		Date:
Parental Signature:		
Candidate Signature:		
HOD Signature:		

Forms must be completed and signed by a parent, the student and the relevant Head of Department

Proof of the fee payment (either shown on results day if completing a hard copy of this form, or send a screenshot of the receipt if submitting the form electronically) must be returned to Ms Burchell (kyb@truroschool.com) in order for any requests to be processed.

Candidates can email this form directly to the Head of Department for their approval. Please make sure this is sent via your school email account. We are not able to accept forms sent via any other email address.

If you are submitting this form electronically, please use your school email account. The outcome of requests will be forwarded to your school email address, which you will have access to until the end of October 2025.

To be completed by the Exams Team:

Payment receipt seen

Date sent to board

Enquiry Outcome

Student informed

Dept informed

SIMS updated