

August/September 2018

Dear Parents / Carer

Enquiries on Examinations Results

I understand that you wish to query one or more of the A/AS level/GCSE results obtained by your son/daughter in the recent examinations. Would you please note the following:

The Examinations Boards will only consider enquiries raised through the school.

In our experience, exam boards rarely change grades awarded if the mark given is well short of the grade boundary. So a remark of anything more than 4 marks way from the grade is unlikely to change the grade awarded and marks that are already close to the grade boundary would have been checked by the exam board.

Queries have to be submitted by the school and are normally submitted early in the Autumn Term or shortly after examination results are received. For this reason the form must be returned to the Examinations Officer by **Monday 17th September 2018**.

There are two levels of enquiry.

Clerical check, this is where your paper is looked at again by the exam board to ensure the addition of the marks awarded are correct and could be combined with the return of the exam paper if requested. In practice this option is rarely requested

Clerical check and remark by a senior examiner, with or without the return of the exam paper.

The current charges by the relevant examining board for carrying out these checks are shown on the form below.

When you have decided the level of enquiry you wish to have undertaken, please complete the form and return it to the Examinations Officer, with a cheque made payable to **Vyners School**, to cover the cost.

Please note that re-mark grades can go down as well as up.

Yours sincerely

Mrs F Murphy
Examinations Officer

Enquiries on Examinations Results Form

To be returned to the Examinations Officer as soon as possible, but not later than Monday 17th September 2018.

Pupil's name and tutorial..... Candidate No:
 (CAPITALS)

Results to be queried:
 Board
 Level

Subject(s)..... Syllabus No:
 Published Grade

Level of Enquiry Sought: 1 - A clerical check
 (please circle as appropriate) 2 - A clerical check with returned script
 3 - A clerical check and re-mark
 4 - A clerical check and re-mark with returned script

Total amount of payment enclosed: £.....

Cheques made payable to "Vyners School"

I AM AWARE THAT THE RE-MARK GRADE CAN GO DOWN AS WELL AS UP.

Signature of Parent/Guardian:Tel no:.....

Address for correspondence:

Board	Level	Clerical Check	Clerical Check With Returned Script	Clerical Check And Re-Mark	Clerical Check And Re-Mark With Returned Script
AQA	A & AS	£19.00 per paper	£31.00 per paper	£44.00 per paper	£57.00 per paper
	GCSE	£19.00 per paper	£31.00 per paper	£38.00 per paper	£51.00 per paper
EDEXCEL	A & AS	£19.00 per paper	£31.00 per paper	£44.00 per paper	£57.00 per paper
	GCSE	£19.00 per paper	£31.00 per paper	£34.00 per paper	£47.00 per paper
OCR	A & AS	£19.00 per paper	£31.00 per paper	£40.00 per paper	£53.00 per paper
	GCSE	£19.00 per paper	£31.00 per paper	£39.00 per paper	£52.00 per paper