

CLERICAL RE-CHECK REQUEST

GCSE

Please read the Guidelines overleaf before completing this form
N.B. we cannot process your request without your written consent and the correct payment

FULL NAME OF STUDENT			
CANDIDATE NUMBER			
I would like to receive the result of the Review by:		Phone	
		Email	
EMAIL/PHONE DETAILS			

POST-RESULTS SERVICES AND FEES*

*Please note that fees are per paper, NOT per subject

Clerical re-check			
Deadline is 21 September 2026			
AQA	EDEXCEL	OCR	WJEC
£ 9.70	£ 14.00	£ 12.00	£ 11.00

* Please note that Access to Scripts 'post review' can also be requested at an additional charge, per paper-

AQA- Free

Edexcel- £15.00

OCR- Free

WJEC- N/A

REVIEW REQUEST(S)

BOARD	PAPER CODE/ REF.NO.	SUBJECT / PAPER NAME	Incl.Post review Script	COST
		TOTAL		

Please tick here if you are entitled to Pupil Premium

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I give my consent to the Head of the School to submit a review of marking for the examinations listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a review of marking, and any subsequent appeal, may be **lower than, higher than or the same** as the result which was originally awarded for this subject

By signing here, I confirm my consent above:

STUDENT SIGNATURE

DATE

PAYMENT TYPE*

Bank Transfer

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*Please see overleaf for payment instructions

For Exam Office use only

Total Fee Rec'd	Service(s) applied for	Outcome rec'd	Candidate notified

CLERICAL RE-CHECK - GCSE
INSTRUCTIONS - PLEASE READ CAREFULLY BEFORE COMPLETING

This service will include the following checks-

- That all parts of the script have been marked, the totalling of the marks and that the result matches the marks on the paper

Awarding Bodies will not accept late requests so please check the deadlines overleaf and submit your requests in good time.

As the result of a Review, the final subject grade and/or mark may be **lower than, higher than or the same** as the result which was originally awarded for this subject. If the grade changes as a result, fees are refunded by the Awarding Body.

Reviews of Marking can only be requested via the school, and must be accompanied by the **candidate's** written consent and the appropriate payment. We are **not** allowed to accept requests from Parents/carers.

Clerical re-check requests are made for individual papers, not for the subject as a whole. Please check carefully that you have provided the correct Code for paper you wish to have re-checked (the Exams Office will be able to assist if you no longer have this information).

Payment- please make payment to

- Bank Transfer- **Parkstone Grammar School Trust**
Sort code 30-96-73
Account number 31781268
Please include the payment ref. **EXAMS[student's last name]**

Please hand the signed and dated form in at reception in an envelope marked 'CLERICAL RE-CHECK REQUEST' for the attention of the Exams Office and with the candidate's name on the front.

Once the form has been completed and payment made we can submit your request.