Post-results services: request, consent and payment form *Summer 2023*

**It is absolutely essential** that you complete and return the section marked in RED FONT:

 **‘ATS Candidate Consent’** **(at the top of the next page) before you leave the Dining Hall today**.

That doesn’t have to be the last time that you use this request, consent and payment form. At any point before the stated deadline, and for any number of qualifications, you can )by completing this form and emailing it to **results@madani.leicester.sch.uk** **)** :

request a Review of Results (**RoR**) service and/or an Access to Scripts (**ATS**) service. You must complete the required information in the white boxes and sign and date the form to confirm the required consent. A summary of the services available are referenced below.

Note – the Subject Lead (teacher) may contact you to tell you that the school wishes you to request a service R1 or R2. In this case, the decision to give consent is still with you, but the payment for the service will rest with the school. However, if you wish to go forward with the R1 or R2, you **must** provide RoR candidate consent in the same way.

**Deadlines to request** by service reference number(SRN – see reverse of this page):

**23 September 2023**

| Candidate number |  | Candidate name |  | Candidate email |  |
| --- | --- | --- | --- | --- | --- |
| Awarding Body | Qualification level and Subject title | Paper code | SRN  | Fee |
|   |  |  |  | £ |
|   |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
| Payment method:By MCAS – Complete this form and hand to the Exams Officer, or send it via email to results@madani.leicester.sch.ukYou will then receive an MCAS payment request to the email address affiliated to your School account.Payments must be made within 3 days in order for the Review of Results to be processed. 23rd September is the very last day that a RoR (appeal) can be processed.If the Review results in a change to the overall qualification grade, then the money will be reimbursed via MCAS. Please therefore make sure to use the reference format shown and to supply an accurate email address so that we can contact you if there are any problems. |

|  |  |
| --- | --- |
| RoR Candidate consentBy signing here, I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or 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. Signature: ……………………….............. Date: ………..……… | **ATS Candidate consent**By signing here, I consent to my scripts being accessed by my centre (Tick ONE of the boxes below)* If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
* If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.
* I wish to receive a copy of any script that is accessed on my behalf. Please email me the script to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FULL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:………………………................…...Date: ………………. |
|
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Consent statements above and details of the RoR services below taken from JCQ’s [Post-Results Services](http://www.jcq.org.uk/exams-office/post-results-services) (section 4, appendices A and B)

|  |  |  |
| --- | --- | --- |
| SRN | Post-results service  | Details of the service |
| R1 | RoR **Service 1** (Clerical re-check) | This is a re-check of all clerical procedures leading to the issue of a result… This service will include the following checks:  • that all parts of the script have been marked • the totalling of marks • the recording of marks  |
| R1a | RoR Service 1 with an ATS copy of re-checked script  |
| R2 | RoR **Service 2** (Review of marking) | This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly...**Reviewers will not re-mark the script**. They will only act to correct any errors identified in the original marking… This service will include:  • the clerical re-checks detailed in Service 1  • a review of marking as described above  |
| R2P | RoR Service 2 Priority (**Edexcel Only**) |
| R2a | RoR Service 2 with an ATS copy of reviewed script  |
| R3 | RoR **Service 3** (Review of moderation)  | This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. **It is not a re-moderation of candidates’ work**… This service is **not** available to individual candidates |
| A1 | ATS Copy of script to support **review of marking** | This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for  |
| A2 | ATS Copy of script to support **teaching and learning** | This is a non-priority service to request copies of scripts to support teaching and learning  |

FOR EXAMS OFFICE USE ONLY

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total fee(s) received  | £ | Service(s) applied for | Date | Outcome(s) received | Date(s) | Candidate notified | Date(s) | Outcome(s) complete | Date(s) |