



June 2025

Dear Candidates

Results Day and School Post Results Policy

GCSE Results may be collected from the school from **10.00am – 11.30am on Thursday 21st August 2025**. If you cannot collect your results in person, you may nominate someone to collect them on your behalf, but they will need to bring a signed letter from you giving your permission and photographic proof of their identity. Any results not collected will be posted home first class.

If, having received your results, you think there may be a reasonable case that you were unfairly awarded a lower grade than you expected, the Exam Boards offer an appeals service. If you wish to appeal, your request should be made to myself, the Exams Officer, by Thursday 18th September 2025. You will need to complete and sign the attached form allowing the school to make the enquiry on your behalf. The form should be returned with full payment to the school as soon as possible. Payment can be made using Scopay, the school's online payment system.

Outlined below are the services and charges provided by the Exam Boards. These processes and costs are per paper/unit. For example, if you wanted to have a review of marking for English Language paper 1 and paper 2, you would need to pay 2 x £43.50 = £87.00.

Clerical Check

Re-check that all parts of the script have been marked, the totalling of marks, the recording of marks, the application of any adjustments and the application of grade thresholds.

AQA	£9.40
Edexcel/Pearson	£14.00
WJEC/EDUQAS	£11.00
OCR	£11.50



Review of Marking

Review of the original marking to ensure the mark scheme has been applied correctly and clerical check.

AQA	£43.50
Edexcel/Pearson	£50.00
WJEC/EDUQAS	£43.00
OCR	£65.25

Please note, the exam paper is not re-marked.

I hope that the results will be as expected or better than anticipated.

Yours sincerely

S Calder (Mrs)
Exams Officer



ENQUIRIES AND APPEALS ABOUT RESULTS

Information for candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.
- Your original mark is lowered, so your final grade may be lower than the original grade you received.

In order to proceed with the enquiry or appeal, you must sign the form below. This informs the Head of Centre that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

Please note due to data protection, parents of candidates cannot sign this form on their behalf and cannot receive the result. This needs to be completed by the candidate.

Please return your completed form to Mrs Calder, Exams Officer at Reigate School either at the address above or alternatively via email to exams@reigate-school.surrey.sch.uk

Once your form has been received and it has been checked, an "Exam Marking Review" payment item will be made available to you via Scopay to make your payment.

Due to the number of reviews requested you will not receive written confirmation that the review has been processed.

Once we have the outcome, we will contact you (the candidate) to advise you of this. Please confirm which method would be best to contact you on the following page: -



Candidate Consent Form

Centre name: Reigate School

Centre number: 64240

Candidate name: _____ **Candidate number:** _____

Type of enquiry: Clerical Check/ Review of Marking (please specify)

Details of enquiry

Awarding Body (e.g. AQA, Edexcel, WJEC, OCR)	Qualification Level (Foundation or Higher)	Subject Title	Paper/Unit

I give consent to the Head of my Examination Centre to make an enquiry about the result of the examination(s) listed. In giving consent, I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.

Signed: _____ **Date:** _____
(Signature of candidate)

Telephone (please provide us with your telephone number): _____

Or Email (please provide us with your email address): _____