



## Post-results services: Enquiries about results (EAR) & Access to scripts (ATS)

### Enquiry, consent and payment form AS/A2 – PLEASE TICK THE SERVICE YOU NEED

<p><b>EAR Service 1 - Clerical check</b></p> <p><i>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</i></p> <ul style="list-style-type: none"> <li>• that all parts of the script have been marked;</li> <li>• the totalling of marks;</li> <li>• the recording of marks;</li> </ul> <p style="text-align: right;"><input type="checkbox"/></p>	<p><b>EAR PRIORITY SERVICE 2</b></p> <p><b><u>Only available if your university place is dependent upon the outcome</u></b></p> <p><i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:</i></p> <ul style="list-style-type: none"> <li>• the clerical re-checks detailed in Service 1;</li> <li>• a priority review of marking to be completed within 18 days of the awarding body receiving the request</li> </ul> <p style="text-align: right;"><input type="checkbox"/></p>
<p><b>EAR Service 2 - Post-results review of marking</b></p> <p><i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:</i></p> <ul style="list-style-type: none"> <li>• the clerical re-checks detailed in Service 1;</li> <li>• a review of marking as described above;</li> </ul> <p style="text-align: right;"><input type="checkbox"/></p>	<p><b>ATS - Priority copy</b></p> <p>This service is to request a priority script to be returned before deciding whether to apply for a script to be re-marked</p> <p>This service is available to individual candidates or centre staff (subject to candidate permission).</p> <p style="text-align: right;"><input type="checkbox"/></p> <p><b>ATS – original script</b></p> <p>This service is to request the original script to be returned.</p> <p>This service is available to individual candidates or centre staff (subject to candidate permission).</p> <p style="text-align: right;"><input type="checkbox"/></p>

Candidate No:

Candidate Name:

Contact no:

Email:

Awarding body & Qualification	Exam code	Exam title		Fee
				£
			<b>Total cost</b>	<b>£</b>

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent, I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know it is 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

Candidate Signature:.....

**For Exams Office use only**

Payment received £
Service applied for date:
Outcome received date:

### DEADLINES AND FEES – SEE OVERLEAF

they are mine.

**Candidate Signature:** .....

*Consent/permission statement taken from JCQ [post-results services](#) guidance.*

Enquiry complete date