

EXAMINATIONS OFFICE

Please read this leaflet carefully, taking particular note of the DEADLINES and FEES; late applications will not be accepted. Fees are shown on the reverse.

ENQUIRIES ABOUT RESULTS (EAR)

Service 1: Clerical Re-check

A re-check of all clerical procedures, with access to scripts. This service does not remark the script but simply checks all aspects of administration relating to the script (adding up the marks etc).

Applications and payment must be made to the Exams Office no later than 12pm on Monday 9th February 2026. Payment can be made via Parentpay and must be received before applications will be processed.

Service 2: Review of marking

A script may be reviewed, with access to scripts. **Marks may go up, down or stay the same.**

Applications and payment must be made to the Exams Office no later than 12pm on Monday 9th February 2026. Payment can be made via Parentpay and must be received before applications will be processed.

ACCESS TO SCRIPTS (ATS)

PRIORITY Service: Requesting copy of original marked paper

This PRIORITY service is faster. It should only be used in order to decide whether or not it is worth applying for a review of marking.

Application must be made to the Exams Office no later than 12pm on Tuesday 20th January 2026.

Requesting copy of original marked paper

This service should be used except when deciding whether or not to apply for a review of marking.

Application and payment (if applicable) must be made to the Exams Office no later than 12pm on Monday 9th February 2026. Payment can be made via Parentpay and must be received before applications will be processed.

PLEASE NOTE: The yellow "Post-Results Services Request" & orange "Candidate Consent Form" **MUST** be completed for all EAR and ATS requests & payment made before applications will be processed. Forms available on KHS website.