

On Results Day, if your grade is not what you were expecting, or you do not receive the necessary grades you need for 6th Form, college, or university, there may be an opportunity to review your paper. Please refer to the guidance below which outlines services you could be eligible for.

Free services

Access to Scripts (ATS): refers to an educational post-results service that allows teachers and students to view or download copies of completed, marked exam papers (scripts). Teachers can view the script to check where marks were lost or gained before deciding to request a formal re-mark or clerical check. This is a free service. **Please speak to your Head of Department in the first instance.**

Paid for services

Clerical Check: an administrative review designed to ensure no processing or tallying mistakes were made. It does not involve a re-evaluation of answers by an examiner but simply verifies that all pages/questions were accounted for, marks were added up correctly, and the recorded result is accurate.

Review of Marking (ROM): (or remark) is an official post-results service where an independent examiner checks an original exam script to ensure the mark scheme was applied fairly and accurately, and that all administrative and clerical errors are corrected. **This is not a complete re-mark.** The reviewer is checking for errors in the original marker's judgment, rather than grading the paper completely from scratch. **If ROM leads to an overall grade change is there no follow-up cost.**

Priority Review of Marking: A priority review of marking (or priority remark) is an expedited service where an exam board quickly re-checks a student's exam paper. A senior examiner ensures the mark scheme was applied fairly, with the outcome delivered in 1 to 15 days. This service is primarily used when a student's pending university or college place depends on the result.

Key Things to Consider

- **There is no grade protection for reviews of marking:** A grade can go down as well as up. If the senior examiner determines the original grade was too generous, it will be lowered
- **Marking Discrepancies:** Marks will only be changed if the original mark falls outside of a reasonable tolerance. If the mark sits reasonably within a mark scheme band, the mark usually remains unchanged
- **Clerical Checks and Review of Marking are paid-for services.** These costs are mandated by the awarding body and cannot be waived by Southam College unless in extenuating circumstances

Please speak to your subject teacher or Head of Department if you would like to access your script(s) to consider a remark. ROM services do incur a cost which may need to be met by you.

In all instances, a student consent form must be signed before any submission can be made. NB: Submissions can only be made by the Southam Exams Office