

Summer 2024 External Examinations Post Results Services and Resit Guidelines

Post Results Services

During the first days of results, priority will be provided to Year 7 students with pending university applications. All other students may visit the Exams Office from 19th August onwards.

Exam grades should be a fair reflection of candidates' work, knowledge and performance in the subject taken. Sometimes, however, mistakes are made. If you believe that your result does not reflect the quality of your performance, you can ask for a review of marking.

Review of Marking Outcomes:

The following information explains what may happen when you apply for Review of Marking:

- Your original mark is lowered**, so your final grade may be lower than the original grade you received.
- 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.

In cases (a) and (c) stated above, if there is a change **to the overall subject's grade**, either higher or lower than the original result given (i.e. from A to B or from B to A), you will be refunded the money paid for the review of marking.

Tips on whether to use the Review of Marking service:

Before deciding to proceed with a Review of Marking, firstly you need to:

- Ask yourself if you believe you did a lot better than the result outcome
- Check the grade boundaries and see how far you are from the next grade boundary
- If possible, consult your subject teacher or the relevant Head of Department for further advice.

PLEASE TAKE NOTE:

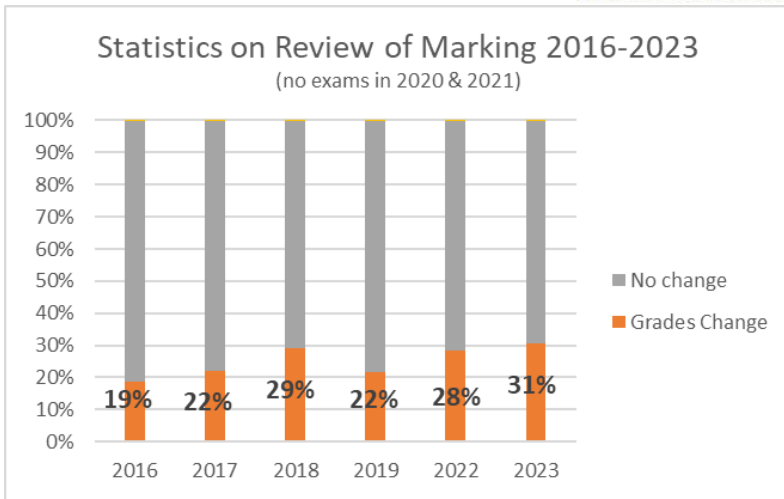
Any decision to undertake a Review of Marking is at the candidate's own risk as there is a chance the Exam Board may deduct marks, leading to a points' reduction for a particular unit, or even a grade reduction.

In general, we find that most grades do not change. Below is a graph presentation of whether grades have changed after applications at the English School, from 2016 to 2023 (no exams took place in 2020 and 2021):



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Post Results Services Application Forms and Payment Details:

Application Forms can be found on our website (<https://www.englishschool.ac.cy/exams-information>) or a hard copy can be obtained from the Exams Office.

Please complete your details, paying special attention to:

- The contact email and phone number
- The subject, **unit code and specific paper code** you wish to submit an application for (the subject and unit code are mentioned on your Provisional Statement of Results)

Payments should be made online through JCC Smart. Please complete the payment right after submitting your Post Results Services application form to the Exams Office, through JCC Smart. To initiate the payment through JCC Smart platform:

- Access the link: [Electronic invoices: JCCsmart portal](#) If the exams category is not immediately visible, you may access the exam fees payment link directly here: [JCCsmart – The English School](#)
- Locate the relevant category: **Exams – Post Results Services**
- Click on '**Bill payment**' under the relevant category
- Complete the form with the necessary information required:
 - Student name/surname, Student number, Class
 - Application number (provided by the Exams Office)
 - Amount (as stated on your application form)
- Proceed with completing the payment

Once you complete the payment, the Exams Office will be able to track your payment through JCC Smart and will then proceed with submitting your application to the relevant Exam Board.

Notes:

- Where a Review of Marking application leads to a change in subject grade, the relevant fee will be refunded.
- For students enrolled with the school for the following academic year, the refund amount will be deducted from their school fees. For graduates or students who have left the school, the school's Finance Office will deposit the refund amount to the parents' bank account.

Exam Board AQA - Post Results Services Available:

a) Service 1: Clerical check:

This is a re-check of all clerical procedures leading to the issue of a result. This includes making sure that all parts of the exam paper have been marked, marks have been recorded/ added up correctly, the grade boundaries have been applied accurately. Results are usually available within 10 days. The cost is **€40 per paper**.

b) Service 2: Review of Marking (includes copy of the script):

This service involves a check that the examiners have marked components correctly. This includes clerical check and a review of marking of units/components by a senior examiner. It takes up to 20 working days to receive the outcome of the request. The cost is **€85 per paper**.

c) Service P2: Priority Review of Marking (includes copy of the script):

AQA offers this service to GCE AS and A Level qualifications only. This service is the same as the normal Review of Marking service but is processed faster. It is generally used when a candidate's place in further/higher education depends on the outcome. Priority review of marking can take up to a maximum of 15 working days. The cost is **€115 per paper**.

d) Access to Script 1 Original:

This service allows candidates to request the original marked exam paper. Once you submit an application for the original paper, you will no longer be able to request a review of marking. Scripts can only be forwarded back to the centres after the review of marking window is closed, thus scripts are expected to arrive at the school after September. The cost is **€15 per paper**.

e) Access to Script 2 Photocopy:

After the relevant permission on the AQA Post Results Services form has been signed, the Exams Office will download a copy of the script requested from the Exam Board's database. The script will then be emailed to you. This procedure usually takes up to two working days, depending on the workload at the Exams Office. Kindly note that not all scripts are available online. If scripts have been marked traditionally (i.e. not online), we will need to submit an application to the Exam Board. If this is the case, it may take up to two weeks to receive the copy of the script. The cost is **€15 per paper**.

AQA Post Results Services Deadline for GCE AS/ A2:

Service P2: Priority Review of Marking:	21 August 2024, by 12:00pm
Access to Script – Photocopy:	28 August 2024, by 12:00pm
All other services:	25 September 2024, by 12:00pm

AQA Post Results Services Deadline for IGCSE/ GCSE and Level 2 Certificate:

Access to Script – Photocopy:	4 September 2024, by 12:00pm
All other services:	25 September 2024, by 12:00pm

Exam Board Cambridge International - Post Results Services Available:

a) Service 1 Clerical re-check:

A re-check of all procedures leading to the issue of a result. This service checks all parts of the script were marked; that the marks were totalled correctly; and that the marks were recorded correctly. The cost per paper is **€50 for I/GCSE and €55 for AS and A Level**.

b) Service 1S Clerical re-check and script:

The same as Service 1 but you also get a copy of the script. The cost per paper is **€90 for I/GCSE and €95 for AS and A Level**.

c) Service 2 Review of Marking:

A review of the original marking to check that the agreed mark scheme was applied correctly. This service also includes the re-checks detailed in Service 1. The cost per paper is **€105 for I/GCSE and €110 for AS and A Level**.

d) Service 2S Review of Marking and script:

The same as service 2 but you also get a copy of the script. The cost per paper is **€125 for I/GCSE and €135 for AS and A Level**.

Cambridge accepts post results services applications at component level (per paper), not at syllabus level (all papers together) for each subject. **Only one application can be submitted by a student for each subject.** Therefore, when submitting an application, make sure all papers you would like Cambridge to review for the subject are submitted at the same time. Cambridge will not accept additional applications by the student for the same subject at a later stage.

All papers of the subject for which an enquiry is being submitted must be for the same service. For example, you cannot request Service 2S for one paper and Service 1 for another paper, if they are components of the same subject. Students cannot submit applications for internally assessed components (i.e. coursework).

The Post Results Services deadline for Cambridge International June 2024 series:

Mid-September 2024, by 12:00pm (to be confirmed).

Exam Board Pearson/ Edexcel - Post Results Services Available:

a) Service 1: Clerical check:

This is a re-check of all clerical procedures leading to the issue of a result. This includes making sure that all parts of the exam paper have been marked, marks have been recorded/ added up correctly, the grade boundaries have been applied accurately. Results are usually available within 10 days. The cost is **€40 per paper**.

b) Service 2: Review of Marking:

This service involves a check that the examiners have marked components correctly. This includes clerical check and a review of marking of units/components by a senior examiner. It takes up to 20 working days to receive the outcome of the request. The cost is **€90 per paper**.

c) Service P2: Priority Review of Marking:

This service is the same as the normal service but is processed faster. It is generally used when a candidate's place in further/higher education depends on the outcome. Priority review of marking can take up to a maximum of 15 working days. The cost is **€115 per paper**.

d) Access to Script 1 Original:

This service allows you to request the original marked exam paper. Once you submit an application for the original paper, you will no longer be able to request a review of marking. Scripts can only be forwarded back to the centres after the review of marking window is closed, thus scripts are expected to arrive at the school after September. The cost is **€15 per paper**.

e) Access to Script 2 Photocopy:

After the relevant permission on the Pearson/ Edexcel Post Results Services form has been signed, the Exams Office will download a copy of the script requested from the Exam Board's database. This will then be emailed to you. This procedure usually takes up to two working days, depending on the workload at the Exams Office. Kindly note that not all scripts are available online. If scripts have been marked traditionally (i.e. not online), we will need to submit an application to the Exam Board. If this is the case, then it may take up to two weeks to receive the copy of the script. The cost is **€15 per paper**.

f) Access to Script 3 Post Review of Marking photocopy script

You may request a copy of the reviewed paper but this has to be ordered together with the Review of Marking application. You cannot access or order the reviewed paper at a later stage. The cost is **€25 per paper**.

Pearson Post Results Services Deadline for GCE AS/ A2 and IAL/ IAS:

Service P2: Priority Review of Marking: **21 August 2024, by 12:00pm**
All other services: **25 September 2024, by 12:00pm**

Pearson Post Results Services Deadline for IGCSE/ GCSE:

Service P2: Priority Review of Marking: **28 August 2024, by 12:00pm**
All other services: **25 September 2024, by 12:00pm**

Resits

October/ November and January sittings:

Cambridge International offers IGCSE and GCE exams in November. Pearson/ Edexcel offers IGCSE exams in November and IAL exams in October and January.

Students wishing to resit exams during these sittings will need to register with the British Council or any other centre that can accept private candidates.

Please refer to British Council's website for more information, such as availability of exams, relevant deadlines and online registration. Kindly note that the British Council offers a limited range of exams for the October, November and January sittings.

It is extremely important to mention your Pearson UCI number when you register out of school for exams. You can find your Pearson UCI number on your Statement of Results.

If you do not inform the alternative exam centre upon registration that you already have a Pearson UCI number, they will automatically issue a new number for you. When a student has more than one UCI numbers, this would mean that not all units would be banked under the same person in Pearson's records and thus, the student will not be able to receive the IAL certificates when the time comes.

Students interested to resit Cambridge IGCSE, November sitting: note that the registrations deadline is usually very early in September, as exams are held late October /early November. Therefore, it is very important you process your online registration with the British Council the soonest possible.

British Council's contact details:

Telephone: +357 22585000 (Monday – Friday 09:00-14:00, Tuesday 09:00-17:00)

Opening Hours: Monday - Thursday 09:00-11:00, Tuesday & Wednesday 15:30-17:30

Emails: General enquiries: enquiries@cy.britishcouncil.org

Exam enquiries: exams.enquiries@cy.britishcouncil.org

Website: <http://www.britishcouncil.com.cy/>

Pearson/ Edexcel and AQA – GCE and GCSE new applications or resits:

GCE and GCSE examinations are only available during the summer sittings.

Students who wish to resit any GCE or GCSE exams will need to inform the Exams Office accordingly, before confirming their exams for the following academic year. The Exams Office will then add the resit exams to the rest of their exams for the summer session, in the school's exams registrations system. The exams registration system usually opens end of November. Further information and relevant deadlines will be forwarded to you in due time.