

Form 4 GCSE Examination Review of Marking & Access to Script Deadlines 2025

Exam Marking Review

The deadline for requesting a review of marking for any of your GCSE modules is **12 Noon, Thursday 25 September**. Examination board reviewers will check the original marking to ensure the agreed mark scheme has been correctly applied. Any requests received after this deadline will not be accepted.

There is a cost for requesting a paper to be reviewed. These rates are:

Exam Board	Cost per module
CCEA	£18.45

The target completion date for all marking reviews is 20 calendar days from when the request is submitted.

If the unit grade goes up or down as a result of the review of marking, the cost of the review will be refunded.

If you decide to have a module reviewed it is important to note that **marks and grades can go up, but they can also go down. Once a request has been submitted, it cannot be cancelled. Similarly, if a review leads to a grade change, it is not possible to revert to the original grade.**

Clerical Check

Examination Boards offer a service known as Clerical Check. This service will ensure that all parts of your script have been marked, that the marks have been totalled correctly and that the marks have been recorded correctly. It is important to note that similar to the review of marking, a clerical check can lead to a drop in marks and overall grade. The deadline to request a clerical check is **12 Noon, Thursday 25 September**. The cost for the clerical review is:

Exam Board	Cost per module
CCEA	£8.50

A review of marking includes a clerical check.

Access to Scripts (review of marking)

If you are unsure whether to get a paper reviewed, you can request a digital copy of your script. The deadline for this service is **12 Noon, Thursday 4 September**. These scripts will be returned to School by 11 September. You can then decide if you wish to have your paper reviewed.

Please note - when requesting access to scripts, quality assurance measures on scripts prior to dispatch may result in a change to marks awarded.

If you have requested a paper to be reviewed, at an additional cost you can ask to see a digital copy of your script. This must be requested at the same time as the review request.

<i>Exam Board</i>	<i>Cost of Digital Copy</i>
CCEA	£8.50

Access to Scripts (teaching & learning)

If you are not requesting a review of marking but would like to see your exam paper for learning purposes, you can ask to see a digital copy of your script. The deadline for this service is **12 Noon, Thursday 25 September**. Scripts will be returned to centres by 6 November. Please note, if you request this service, the option to request a review of marking will no longer be available. The cost for this service is:

<i>Exam Board</i>	<i>Cost of Digital Copy</i>
CCEA	£6.30

What next?

If you would like to request a review or request access to your script you will need to come into School and speak to me. When you come into School, please bring with you the correct payment. Payment can be in the form of cash, cheque or card.

Reviews cannot be sent unless payment is received. Please note the deadline for the service you require. These deadlines are set by the examination boards; they are not flexible. If a request is received after the deadline, it will not be accepted.

If you sat an exam with Edexcel or AQA, and are interested in a review of marks or getting a script back, please come and speak to me directly.

Once I receive the outcome of the mark review, I will let you know, either in person or via telephone. If you have any concerns regarding the outcome of a marks review, please contact me as soon as possible to discuss the Appeals Procedure. Appeals are made by the School on the behalf of the pupil. Please note that there is a deadline of 30 calendar days after the receipt of the outcome of a mark review in which the School may instigate an appeal.

If there is anything you are unsure about regarding reviews or script access, or if there is anything you would like clarified, please phone the School and ask to speak to me.

Best wishes,
C Norris (Mrs)
Examinations Officer