

AS Examination Review & Access to Script Deadlines 2023

Review of Marking

The deadline for requesting a review of marking for any of your AS modules is **12 Noon, Thursday 28 September**. The target completion of these reviews is 20 calendar days from when the examination board receives the request. 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. Please note that controlled assessment components can only be reviewed if the examination board moderators did not agree with the marks awarded by Strathearn.

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.**

There is a cost for requesting a paper to be reviewed.

<i>Exam Board</i>	<i>Cost per module</i>
CCEA	£24.30

Please note, if your overall AS grade changes as a result of the review, the cost of the review enquiry will be refunded, along with any other reviews within that subject. If an individual unit grade changes but does not lead to a change in the overall AS grade, you will be refunded for that unit only.

Clerical Check

Examination Boards also 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 28 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 31 August**. School will receive the script no later than 7 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

* For those pupils who took A-Level Music there is the option to ask for the Candidate Assessment Form for AS unit 1. This will be at a cost of £2.50.

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 28 September**. Scripts will be returned to centres by 9 November. Please note, 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, card or bank transfer. If using bank transfer, please ensure you include your surname and the 4 digit candidate number in the reference. The details for bank transfer are:

Account name: Strathearn School Belfast

Account number: 40190012

Sort code: 950128

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.

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 mark review, please contact me as soon as possible to discuss the Appeals Procedure. Appeals are made by the School on 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