

## Access to Scripts

- Exam Boards allow schools to access copies of students' completed exam papers (scripts) for the following reasons:
  1. to help staff and students decide if they wish to apply to the Exam Board for *Clerical Re-Checks* or *Reviews of Marking*;
  2. to support future teaching and learning at the school.
- **However, before doing this, the school must have the students' consent to request and download the scripts.**

Students are asked to grant or deny this permission by completing an online form, either at school on Results Day (Thursday, 21 August 2025) or, if they can't come into school to collect their results, as soon as possible afterwards.

- The online form can be accessed at <https://forms.office.com/e/OPFefW9aNx> or by scanning the QR code.
- The Exam Boards require that all requests for copies of exam papers are made by the Exams Officer, Mr Willis, on the student's behalf via the awarding bodies' secure websites. All requests must be made **by 17:00 on Thursday, 4 September 2025.**



## Service 1 – Clerical Re-check

- **Clerical Re-checks** inspect exam papers to ensure that all sections of every question have been marked, that marks have been totalled correctly and that the total marks have been recorded correctly.
- **UWS must have a student's consent** before requesting a *Clerical Re-check* on their behalf. This is given by completing the online form (detailed above) and we are required to keep the permission on file.
- Fees for *Clerical Re-checks* **must be paid by the student** (or their parent) to UWS via **MCAS** before we can request it – fees are listed in the table below; it is **vital that you keep your MCAS login details** as we are unable to take payments in any other way.
- The deadline for UWS to request *Clerical Re-checks* from the Exam Boards is 17:00 on Thursday, 25 September 2025. **We must therefore receive the student's request and payment by 13:00 on Thursday, 25 September 2025.**

## Service 2 – Review of Marking

- **Reviews of Marking** examine the original marking to ensure that the mark scheme has been applied correctly. The process does not involve re-marking the script from scratch - reviewers only act to correct any errors identified in the original marking.
- *Reviews of Marking* also include *Clerical Re-checks* as detailed above.
- **UWS must have a student's consent** before requesting a *Review of Marking* on their behalf. This is given by completing the online form (detailed above) and we are required to keep the permission on file.
- Charges for *Reviews of Marking* **must be paid by the student** (or their parent) to UWS via **MCAS** before we can request it – fees are listed in the table below; it is **vital that you keep your MCAS login details** as we are unable to take payments in any other way.

- The deadline for UWS to request *Reviews of Marking* from the exam boards is 17:00 on Thursday, 25 September 2025. **We must therefore receive the student's request and payment by 13:00 on Thursday, 25 September 2025.**

## Fees for Post-Results Services

- The fees for *Clerical Re-checks* and *Reviews of Marking* are shown below.
- Each request for *Clerical Re-checks* and/or *Reviews of Marking* is subject to a £5 non-refundable administration fee.
- Please be aware that fees below are **per exam paper**, not per subject.
- If a student's overall qualification grade changes (up or down) due to a *Clerical Re-check* or *Review of Marking*, the fees (less the administration fee) will be refunded by UWS.
- Example:** a student has requested *Reviews of Marking* for papers 1 and 2 of GCSE Maths and GCSE Design & Technology. The total fee would be made up as follows:

<i>Review of Marking</i> – Maths paper 1 (Pearson)	£50.00
<i>Review of Marking</i> – Maths paper 2 (Pearson)	£50.00
<i>Review of Marking</i> – Design & Technology (WJEC/Eduqas)	£49.00
Non-Refundable Administration Fee	£ 5.00
<b>Total Fee Payable</b>	<b>£154.00</b>

If the *Reviews of Marking* resulted in a change of grade for GCSE Maths but not for GCSE Design & Technology, a refund of £100 would be made.

Exam Board	Subjects			Access to Scripts	Clerical Check	Review of Marking
Pearson	Maths Combined Science	Biology Chemistry Physics	History PE RE – Full Course	Free	£14.00	£50.00
AQA	English Language English Literature	Art	French Geography	Free	£9.40	£43.50
WJEC/Eduqas	Design & Technology	Hospitality & Catering	RE – Short Course	Free	£11.00	£49.00

## Applying for Clerical Re-checks and Reviews of Marking

- See the flowchart overleaf for the full process of applying for *Clerical Re-checks* and *Reviews of Marking*.
- Once you have received advice from a member of UWS teaching staff, applying for a *Clerical Re-check* or *Review of Marking* is a two-step process:
  - Complete the online form at <https://forms.office.com/e/1i0u5SP1gH>.  
It is also accessible by scanning the QR code.  
Upon receipt of your request, the Exams Officer will request the required payment in MCAS and you will receive a notification/email.
  - Make the payment as requested in MCAS.
- Note:** UWS will not request *Clerical Re-checks* or *Reviews of Marking* unless both the online request form has been submitted **and** the associated fee has been received.



## Deadlines...

...for Requesting a Script	...for a Clerical Check	...for a Review of Marking
17:00 on 4 September 2025	13:00 on 25 September 2025	13:00 on 25 September 2025