



14<sup>th</sup> July 2025

Dear Parent/Carer

**Re: GCSE Results Day - post-results services**

Firstly, I would again like to congratulate all of the children for their hard work in Year 10 and Year 11 and I wish them all the best in their future studies or employment after St James'.

**Post-results services**

Your child will receive their provisional statement of results on Thursday 21<sup>st</sup> August. Examination certificates will follow in due course from the examination boards, and will be available on GCSE Prize Evening (Thursday 13<sup>th</sup> November 2025).

Members of the Senior Leadership Team will be available on Results Day from **9.00am – 10.00am**. If your child has any queries about their results, please email [results@stjamescheadle.co.uk](mailto:results@stjamescheadle.co.uk), stating clearly the name of the child and the subject to which their query refers. All queries will be acknowledged by email and dealt with as soon as possible.

**Access to Scripts**

It is possible for the school to request a copy of an examination script to help inform a decision as to whether to request a **Review of Results**. Requesting access to a script will not affect marks or grades. Permission to request access to examination scripts must come directly from your child. If your child would like access to a script for a particular subject, they should email their request to [results@stjamescheadle.co.uk](mailto:results@stjamescheadle.co.uk) **by 12.00 noon on Wednesday 3<sup>rd</sup> September at the latest**.

Access to Script request consent forms will also be made available in school on Results Day.

**Reviews of Results – please note that only written exams can be reviewed.**

**Service 1 (Clerical Re-check)**

A clerical re-check:

- Checks that all parts of the script have been marked
- Checks the totalling of marks
- Checks the recording of marks

If your child would like a clerical re-check for a particular subject, they should email their request to [results@stjamescheadle.co.uk](mailto:results@stjamescheadle.co.uk) **by Friday 12<sup>th</sup> September at the latest**.

**Your child should be aware that it is highly unusual for marks to go up by more than a marginal amount, and that marks may also go down following a clerical check.** Your child will need to consent to the clerical check on the form provided. There is a fee for this service.

**Service 2 (Review of Marking)**



A review of marking:

- Checks as per the Clerical re-check outlined above
- Checks marking errors caused by administrative errors
- Checks marking errors, e.g. failure to apply a mark scheme where a task has only a 'right' or 'wrong' answer
- Checks whether there has been a reasonable exercise of academic judgement

If your child would like to request a review of marking for a particular subject, they should email their request to [results@stjamesheadle.co.uk](mailto:results@stjamesheadle.co.uk) by Friday 19<sup>th</sup> September at the latest.

**Again, your child should be aware that it is highly unusual for marks to go up by more than a marginal amount, and that marks may also go down following a review of marking.** Your child will need to consent to the review of marking on the form provided. There is a fee for this service.

### Examination board fees for post-results services

The fees for post-results services are listed below. If a grade goes up as a result of a Review of Results, the fee will be refunded. If a mark goes up, but the overall grade stays the same, then you will still be charged for the service.

	Access to Scripts	Clerical Re-Check (per exam script)	Review of Marking (per exam script)
Exam board			
OCR	No charge	£ 11.50	£ 65.25
WJEC	No charge	£11.00	£43.00
Pearson	No charge	£ 13.10	£ 46.70
AQA	No charge	£9.40	£43.50

A copy of this letter can also be found at <http://www.stjamesheadle.co.uk/exams/>. If you have any further queries before Results Day, please contact our Examinations Officer (Mr C Lestrangle) at [c.lestrangle@stjamesheadle.co.uk](mailto:c.lestrangle@stjamesheadle.co.uk) before the end of Thursday 17<sup>th</sup> July.

Yours faithfully

Dr S Guscott  
Deputy Headteacher