



Sixth Form Guide to the Post Results Process 2026

All students

Collect exam certificates

Certificates arrive at school during October/November. School Leavers are asked to collect and sign for their certificates from the school office during December 2026. Certificates may be collected during school hours on behalf of a candidate by a third party, provided they have been authorised to do so and bring a letter of consent from the candidate as well as a form of ID. (The student must provide the name of the third party and arrange an appropriate time via email with the Exams Officer for them to collect the certificate).

Please ensure that you keep the school informed of any change of address and contact details.

Should you lose a certificate please contact the relevant exam board for a certifying statement of results. Please note this will cost you approximately £50.00 (per exam board).

Return textbooks

Please make sure that you return **all textbooks** to the appropriate teachers ***otherwise invoices will be sent out for replacement costs.***

Results queries:

If your result differs significantly from your expected grade, you may wish to discuss it with the relevant head of department. If you then have reason to query any result, two 'post results' services are available. *Please note that many of these services do involve the payment of fees (see further below for information on the fees).*

The two post results processes are:

- A) *Review of Results (RoRs)*
- B) *Access to Scripts (ATS)*

A) Review of Results (RoRs)

RoR Service 1): Clerical re-check

A clerical re-check or a review of marking can be requested (***Note! This could result in the mark/grade being confirmed, raised or lowered***). There is a fee to be paid for this service. Please make payment via Arbor Pay. (For students leaving Hagley Catholic High School, after 1st September payments can be arranged by bank transfer – please contact the exams office for more information).

The clerical re-check service checks the totalling of marks, the recording of marks and that all parts of the script have been marked. If you wish to query a result, you must complete and sign the Clerical re-checks, Reviews of marking and Appeals form (available on the school website). Applications must be submitted to the Exams Office no later than Monday 21 September, with confirmation of correct payment via Arbor Pay.

For students leaving Hagley Catholic High School, after 1st September payments can be arranged by bank transfer – please contact the exams office for more information.



A) Review of Results (RoRs)

RoR Service 2): Review of Marking Request

This is a post results review of the original marking to ensure that the mark scheme has been applied correctly. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking. A marking error can occur because of an administrative error, a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer or there has been an unreasonable exercise of academic judgement. The service is available for externally assessed components of both unitised and linear specifications. The service will include the clerical re-check as for service 1.

If you wish to query a result, you must complete and sign the Clerical re-checks, Reviews of marking and Appeals form (available on the school website). Applications must be submitted to the Exams Office no later than Monday 21 September, with confirmation of correct payment via Arbor Pay.

For students leaving Hagley Catholic High School, after 1st September payments can be arranged by bank transfer – please contact the exams office for more information.

Should you require a copy of your reviewed script then this request must be made at the same time as the request for a review, along with the correct payment.

A) Review of Results (RoRs)

RoR Service 2P): Priority Review of Marking Request

This is a priority post results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking.

If you wish to take this route, then you must complete and sign the Clerical re-checks, reviews of marking and appeals form (available on the school website). *Applications must be submitted before mid-day on Thursday 20 August with confirmation of correct payment via Arbor Pay. The relevant fee must be paid before we send the application to the examination board.*

B) Access to Scripts (ATS)

Requesting a Copy of Script to Support Reviews of Marking (ATS)

For those students who feel that they may wish to query their results, a free service is provided whereby a copy of the marked script can be requested before deciding whether to request a review of marking. However, this request can only be processed if the student presents the **completed Access to Scripts form (available on school website) with signature of student to the exams office before midday on Thursday 20 August.**

Please note most exam papers are now scanned, and the returned script may be a scanned copy. This service is NOT available to priority service review of marking.

Requesting Scripts to Support Teaching and Learning

GCE AS and A Levels, Cambridge Technical, Cambridge Nationals and GCSE candidates will be able to request access to their scripts for general interest or to inform future learning. This service is free.

To obtain your script, a completed Access to Script form (available on school website) must be **completed, with signature of student and submitted to the Exams Office by Monday 21 September 2026.**

The script will be emailed to you. ***Please remember to supply your school email address and personal email address on the relevant form.***



Centres can apply for scripts to support staff in teaching. Where centres intend to use candidates' written scripts as examples for other students, prior written permission must be obtained from the candidates.

Fees:

Review of Results (RoRs) General Qualifications

Fees to access the above services vary by exam board. Please see 2026 fees listed below:

GCE A Level – per script/paper	AQA	OCR	Pearson/EdExcel	WJEC
Clerical check	£9.70	£12	£14	£11
Priority review	£61.70	£83.50	£68	£60
Review of marking	£51.95	£67.75	£57	£51
Copy of reviewed script/paper (request with review)	FREE	FREE	£15	Not available

Further information:

For more information on the Post Result Service please see the Exams Office staff.

Exams Office availability for Post Results services:

- Thursday 13 August 9 am - 3.00 pm
- Wednesday 19 August 9 am - 3.00 pm
- Thursday 20 August 10 am – 3.00 pm

Senior teaching staff will also be available to candidates immediately after publication of results.



For those students who have completed their education at Hagley Catholic High School, we wish you every success for the future.

“Christ has no eyes to see but your eyes,
No hands to work but your hands,
No feet to run but your feet,
Nobody on earth but the one he gave you.
Yours are the eyes to look out with compassion
Yours are the feet to take you where there's a need
Yours are the hands that can work for God's healing
You are the body of Christ in the world.”

St Teresa of Avila