

Toynbee School

Respect You | Respect Others | Respect Learning

What to do if you are not happy with your results

1. Talk to your teacher

- Talk to your teacher to see how far away you are from the next grade before deciding on the best option for you.
- If you believe that there may be a problem with the marking, talk to your teacher to discuss the next steps and the cost that may be involved. We suggest you request Access to Scripts before you spend money on Reviews of Marking.

2. Decide, with your teacher and your parents, what you want to happen

- Please refer to the 'Post-Results services: Deadlines, fees and charges' information provided in your results pack.

3. Contact the Exams Officer

- Use the 'Post-results services: Request, consent and payment form' to indicate what post-results services you require. Return this form to the exams officer via email or to reception.

If you have any questions about the above process, please email the following address:

j.stewart@toynbee.hants.sch.uk

Please ensure that the request form is signed by you. We cannot request any services without your consent.

It is important to note that marks can go down as well as up – you could end up with a lower mark. Reviewers will not remark the script; they only act to correct any errors identified in the original marking.

Once we have received your request the exams office will contact you to organise how you will pay. Requests for a service will not be made unless consent is given, and payments received where appropriate. All requests must be made no later than the deadlines shown – late requests will not be processed by the exam boards. Once we have the outcome of the service; we will be in touch.

If you did not get the results you expected, please inform your college who will be able to advise you on the next steps.

Official exam certificates and coursework collection will take place during Presentation Evening which will be on **November 30th** (details will be handed out nearer the date).



Mr Stewart
Exam Officer
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