

HOLLYFIELD SCHOOL

GCSE - Enquiry About Results Application

Print Name:.....Candidate No:.....Form:.....Phone No:.....

This form **MUST** be signed and dated at the bottom.

To request a PRIORITY PHOTOCOPY (Summer Only) DEADLINE: 03rd September 2025

I wish to have a Priority Photocopy request made on the following:

Subject:Paper:

Subject:Paper:

Total cost of PRIORITY PHOTOCOPY: £.....

To request a REVIEW OF MARKING

DEADLINE: 24th September 2025

I wish to have a Non Priority Remark on the following:

Subject:Paper:

Subject:Paper:

I understand that my grade/mark may increase, remain the same or decrease as a result of this enquiry.

Total cost or REMARK: £.....

To request the return of an ORIGINAL SCRIPT

DEADLINE: 24th September 2025

I wish to apply for the return of the ORIGINAL SCRIPT of the following:

Subject:Paper:

Subject:Paper:

Total cost of return of an ORIGINAL SCRIPT £.....

I understand that I cannot apply for review of marking once I receive the original script.

I confirm the payment for the sum of £.....into the school account

SIGNED: **DATE:**.....

APPROVED BY HEAD OF DEPARTMENT:.....**DATE:**.....

Enquiry About Results

Remarks and Return of Scripts

If you are completely happy with your results then there is nothing for you to do.

If you are not completely happy then you can do one or more of the following:

- Request a **Priority Photocopy** of your Script(s) to determine if you need to request a Non Priority Re-mark.
- Request a **Non Priority Remark** of one or more units.
- Request the return of your **Original Script**. (you cannot request a remark once your original script has been returned)

If you wish to do one or more of these then please complete the relevant section on the other side of this sheet and return it to the EXAMS OFFICE

NB: Each enquiry type has a **DEADLINE** and a **COST** as shown below.

Cost for Exam Board Post Results Service: Summer 2025

	Fee	Deadline
Priority Photocopy	£5.00 (per paper)	03/09/25
Non Priority Review	£50.00 (per paper)	24/09/25
Original Script	£5.00 (per paper)	24/09/25

NB: The Examination Boards charge per unit or paper, if there is more than one paper in the subject **you will be charged for each paper**. For example English is with the AQA, there are two exam papers, to have both exam papers remarked as a **Non Priority Remark** would cost **£100.00**.

If you wish to request for any of the above services, please complete the relevant section at the back of this form and hand it to the Exams Office before the deadline with confirmation of payment. (email is exams@hollyfield.kingston.sch.uk) The fees should be paid into the school account by using the below link.

<https://i.paydit.to/th-s-examsoffice>

Please note Exams Office will be closed from 22/08/25 to 01/09/25.