

## *Well done class of 2025!*

### **1 REVIEWS OF MARKING**

If you have concerns about your results, you can request a **Review of Marking** for any written exam paper. A Review of Marking (ROM) is where an examiner checks that the marks given have been correctly awarded; they do not, however, remark the paper.

Students (not parents) must give authorisation for a ROM and be aware that their mark and/or grade can go **down** as well as up. Each exam board charges a different fee per paper and details are included on the reverse of this letter.

The Candidate consent form to request a ROM can be found on the school website. **ALL requests for a Review of Results must be made through the online form**

[https://www.beaufort.hants.sch.uk/2025\\_exam\\_enquiries](https://www.beaufort.hants.sch.uk/2025_exam_enquiries).



You can apply for a Review of Marking between when school returns on Wednesday 3rd September 2025 until Friday 19<sup>th</sup> September 2025.

Scan QR code to complete a ROM request form.

**Only requests completed on the online form will be actioned. Late requests cannot be accepted.**

Payment can be made:

**Credit card via SumUp**

Contact the Bursar Mrs Caplin (9am-5pm) 01962 888957 or  
Finance Asst Mrs Kitching (Mon-Thurs 9am-2pm) 01962 888975

Applications will only be submitted once the fully completed online form has been received from the student and payment has been made.

### **2 ACCESS TO SCRIPTS**

Copies of Exam scripts are available for most, but not all, written exams.

Copies may be requested from today until Friday 19<sup>th</sup> September 2025.

Requests close to the deadline cannot be guaranteed to be available in time to inform ROM decisions.

Applications can be made using the link on the school website.

**Before completing the form please check the fees below as you will need this information before submitting your request.**

[https://www.beaufort.hants.sch.uk/2025\\_exam\\_enquiries](https://www.beaufort.hants.sch.uk/2025_exam_enquiries)

### **3 CERTIFICATES**

GCSE Certificates will be presented to students at the Presentation Evening on Thursday 27<sup>th</sup> November 2025. For those unable to attend, certificates can be collected in person from reception between Monday 1st December 2025 and Friday 5<sup>th</sup> December 2025. If students are unable to collect in person, they can appoint a nominee to collect the certificates on their behalf. Nominees must have a signed letter from the student and personal identification when they come to collect the certificates.

*We wish you the very best of luck in your future endeavours.*



All Enquiries about Results must be made through school. Please discuss your concerns with the subject staff. If, after discussion, you still wish to query a result it is possible to have a Clerical Check (CC) or a Review of Marking (ROM). Please be aware that the outcome of a Clerical Check or a Review of Marking (ROM) could result in your grade going down, going up or staying the same. The information you will need to make an enquiry is detailed below.

Exam Board	SERVICE 1	SERVICE 2	ATS
	Clerical Check (CC)	Review of Marking (ROM)	Access to Scripts (ATS)
	DEADLINE 19 September	DEADLINE 19 September	DEADLINE 19 September
AQA	£9.40	£43.50	£8.00
Edexcel	£14.00	£50.00	£8.00
OCR	£11.50	£65.25	£8.00
WJEC / Eduqas	£11.00	£43.00	£8.00

#### SERVICE 1 CLERICAL CHECK (CC)

This service includes the following checks:

That all parts of the script have been marked.

The totalling of marks.

The recording of marks.

The target for completion by the exam board is 10 calendar days of the exam board receiving the request.

Should a Clerical Check result in a change of grade the fee is refunded by the exam board via the school.

#### SERVICE 2 REVIEW OF MARKING (ROM)

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly.

Reviewers will not re-mark the script.

This service includes the following checks:

Clerical re-check as detailed in Service 1

Review of marking as detailed above

The target for completion by the exam board is 20 calendar days of the exam board receiving the request.

Should a ROM result in a change of grade the ROM fee is refunded by the exam board via the school.

#### ACCESS TO SCRIPT (ATS)

A photocopy of the student's original script.

In order to proceed with a Review of Marking, you must complete the form on the school website:

<https://www.beaufort.hants.sch.uk/2025> exam enquiries and make the payment as required via credit card SumUp.

This tells the Headteacher that you understand what the outcome might be, and that you give your consent to the enquiry being made by the school on your behalf.