



**Trinity School**

A Church of England  
Academy

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Ms Jo Hawkin  
Headteacher

5 July 2023

Dear Students, Parents & Carers

**Re: Post Results Service**

If you have any questions about A Level or GCSE results, all enquiries about results should be discussed with head of departments in the first instance where possible who will be able to advise on grade boundaries and appropriate next steps.

However, the following post-results services are available to students:

- A clerical re-check: this service includes checking that all parts of the scripts have been marked, including the totalling, and recording of marks.
- A review of marking: this is a review of the original marking to ensure that the mark scheme has been applied correctly.
- Access to script: this allows students, or their teachers, to view their scripts to determine whether they want to submit a review of marking. These can also be used for teaching and learning purposes.

Please note that the potential outcome of a clerical re-check or a review of marking could be that the student's marks and overall grade are lowered. We must obtain written consent to apply for any of the post-results services listed above. Forms can be collected on results day or you can email [cgr@trinity.cumbria.sch.uk](mailto:cgr@trinity.cumbria.sch.uk) to request a form or to ask any questions about this process. **Please note that the deadline for post-results services is 25<sup>th</sup> September.** We will not be able to submit any requests after this time.

The awarding bodies may charge a fee for post-results services. This fee will be refunded if the grade of the student changes. Please enquire with the exams office at [cgr@trinity.cumbria.sch.uk](mailto:cgr@trinity.cumbria.sch.uk) for further details on the fee required.

Regards

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