

Post-results for examinations January to June 2008

Information for Exams Officers

For more information see the JCQ Post-results services booklet.



Submission of requests

- *We strongly recommend that you use e-AQA. It is open to all centres and is the only submission method where we can guarantee receipt of your request. Registration to e-AQA is free. For information e-mail e-aqahelpdesk@qa.org.uk or call 0870 410 1041.*
- If you cannot use e-AQA, complete the form JCQ/EAR and send it to us by fax: 01483 556 344 or by post: Post-results Section, Candidate Support, AQA, Stag Hill House, Guildford, Surrey, GU2 7XJ.

Please note:

- You can discuss queries by phone by calling AQA Exams Office Support on 0870 410 1036.
- Letters of concern are not accepted as a request for reviewing.
- If you want a copy of a mark-reviewed script, ask for the script-copy when you request the review. Do not make a review request and then a separate Access to Scripts request as this could delay both services. On e-AQA, click on 're-mark with a script'. If you are still using a form, tick the 'copy of the reviewed script' box.
- For GCE you can request a script copy to assist your decision whether to request a marking review until 22 August. For a Priority review though, do not ask for an advance script copy as its delivery will result in you missing the deadline for Priority review requests.

Priority re-mark service

- This service is available in the summer for GCE/AEA where a candidate has a university place pending.
- AQA must be in receipt of these requests by 22 August.
- Requests for candidates who have not been entered for either AS or A2 certification, will be processed as a non-priority service.

Acknowledgements

All requests will be acknowledged.

- Receipt is acknowledged on e-AQA when the request status changes to 'in progress'. All you have to do is check the status.
- If you submit a request form, you must keep a record of the forms sent and check you receive an acknowledgement for each one within seven working days. You must also check the acknowledgement details and inform us immediately of any errors. Failure to do so may result in AQA not accepting your request.

Fees

See document EAR/02 Post-results fees.

Concerns about an entire class

If you are concerned about an entire group of candidates for a subject, please request reviews for 10%. The sample should be a minimum of eight, but where 10% would be more than 20, you only need submit 20. Please contact AQA Exams Office Support if you still have concerns after receiving the outcomes.

Coursework

Centre-assessed coursework – use Service 3 Review of moderation

(not available for individual candidates)

- Please indicate if you have the original coursework sample.
- If you are unsure where the original sample is, contact AQA **before** submitting your request.
- **Do not** send coursework with your request.
- We will send you details of your re-moderator. If you have the coursework, send it straight to them.

Externally-assessed coursework – use Service 2 Re-mark

- Where the work is at the centre, the coursework folder must be submitted with the request. AQA will process the request when the coursework has been received.
- Please ensure that the **centre** and **candidate** details are **displayed clearly on the coursework**.
- Keep a copy of the coursework before despatching the original work to AQA.
- Externally-assessed coursework units/components where the work is at the centre are:

GCE

GGA6 (Geography)
MUS2 (Music)
PED6/W (Sport and Physical Ed)
PYB3 (Psychology B)

GCSE

3271/A Music Score+Tape (Music Script at AQA)
3301/XC (Maths A)
33002/XC (Maths B)
33004/XC (Maths B)
43002/XC (Maths B 2 Tier)
43004/XC (Maths B 2 Tier)
3703/XCR (English B)
3711/XC (English Lit B)

Practical performances – Dance, Drama and Music

Enquiries for practical performance unit/components can only be submitted where suitable evidence, such as an audio or visual recording **of the examined performance**, is available.

- AQA will process a request for practical performance when all materials (ie recordings of performances/scores) have been received in the Candidate Support (Post Examination) department.
- Any available video recordings of GCE Dance units will be in AQA's possession.
- Video recordings of GCSE Dance must be of the moderation event itself. No other performance can be re-moderated.
- Centres have been advised to record all Dance performance units in VHS format. If the recording needs to be transferred to enable a review, the centre will be invoiced for the cost of carrying out this work.

Report services

- Reports will only be offered for those units/components where access to scripts cannot be arranged (eg MFL speaking tests).
- You must indicate any request for a report on the application form, using the space provided for access to reviewed scripts. Requests for reports **cannot** be made via e-AQA, they must be made using form JCQ/EAR.