King Edward VI School, Lichfield
Results and Post Results Services Summer 2026

In the event that we are unable to open the school, parents/carers will be contacted via text message with further information about alternative arrangements. This information would also appear on our website.

A level results day Thursday 13 August 2026

Results may be collected from 8:00am – 10:00am in the Sports Hall. Senior staff will be available in the Sports Centre to discuss post results issues on results day. The Exams Office will be open until 2:00pm.

GCSE results day Thursday 20 August 2026

Results may be collected from the Sports Hall from the following times up to 10:00am. The Exams Office will be open until 2:00pm.

9.00am Surnames **A-E** 9.20am Surnames **L-R**
9.10am Surnames **F-K** 9.30am Surnames **S-Z**

Senior staff will be available in the Sports Centre to discuss post results issues on results day.

Post results services

Post results services such as a review of marking, clerical check or access to scripts should be requested through the Exams Office using this link or by completing and returning one of the printable forms at the end of this document. The relevant form must also be submitted to the Exams Office before any service can be requested. Forms **must** be completed by the student. Requests from anyone other than the student will not be processed.

Services must be paid for in advance with correct cash or cheque payable to **Staffordshire County Council**. Payment may be handed in on results days or on our return to school in September. Fees are shown in the table below. Please note that if a **grade** goes up following a review of marking, the payment will be returned or cheque destroyed.

If you are not able to come into school, you can follow this link for information regarding post results services. **Please note that we will not be in school after 2:00pm on GCSE results day until school reopens in September. We will not respond to emails sent after this time until Tuesday 1 September.**

The Exams Office (in the Sports Centre) is available for the return of **priority** post results request forms and payment as follows:

Thursday 13 August until 2:00pm, Friday 14 August 9:00am-12 noon, Wednesday 19 August 11:00am-1:00pm. Priority requests are only available for A Levels and Level 3 qualifications where a university place is at stake.

If you cannot come into school on results day

You can ask to receive your results in a different way in advance. **These requests must be made by the student only**.

If you do not have access to the Education Records App or need access to your results earlier than 11am on the day then you can name someone else to collect your results for you (ID must be shown by collector). Students should make requests giving their permission for another named individual to collect their results in one of the following ways:

- Email examsinfo@keslichfield.org.uk from your school student email account **by Thursday 16 July**. (If unforeseen circumstances mean you cannot attend in person as expected, you can email up the day before results day). Requests made from email accounts other than the student's own school account must include a scan or photo of a letter written and signed by the student stating their required alternative arrangements.
- Bring a letter which has been written and signed by the student into Main Reception in the Sports Centre by Thursday 16 July. It must be marked for the attention of Mrs L Collyer, Exams Officer. (The person collecting the results can also bring the letter with them on the day if unforeseen circumstances mean you cannot attend in person as expected)

If there is absolutely no alternative method for receiving results, as a last resort they can be sent by email. This must be requested by the student from their school email account or an email account which has been notified to us. Requests made from email accounts other than the student's own school account must include a scan or photo of a letter written and signed by the student stating their required alternative arrangements. Students must give permission for results to be emailed to any address other than their own school account. Please note that emailed results will be sent out after students attending in person have collected their slips in the Sports Hall. This may not be until later in the day. If you need results earlier in the day, please arrange for someone to collect them in person.

Please note that students who are leaving school this summer will only have access to their school email accounts up to 31 July 2026. If students have an alternative email address they wish us to use then they will need to notify the Exams Team of this **by Thursday 16 July.**

Deadlines and costs for post results services

Forms for post results services (review of marking, clerical check, copy of scripts) and details of how to apply etc can be found here and at the end of this document.

Please note that prices for these services vary according to exam board. Services must be paid for in advance with correct cash or cheque payable to **Staffordshire County Council**. Please note that costs given are PER PAPER – not for the whole qualification. You must specify on your form which paper(s) you wish to have reviewed.

The relevant form (completed by **the student**) must also be submitted to the Exams Office before any service can be requested. **Please note there is no grade protection with a review of marking.** Marks/grades can go down as well as up.

Clerical check: checks if all parts of the script have been marked, totalling and recording of marks. Review of marking: Reviewers will only correct significant errors identified in the original marking – they will not completely re-mark the script.

ALL COSTS ARE PER PAPER

A Level / Level 3

Service	Deadline	AQA	Edexcel	OCR	WJEC
Priority copy of marked paper (access to scripts) to decide next steps	**Weds 26 August 2026**	**Free**	**Free**	**Free**	**Free**
Access to scripts to support teaching and learning	**Weds 23 September 2026**	**Free ****	**Free ** (£15.00 after review of marking)**	**Free ****	**Free ****
Clerical re-check	**Weds 23 September 2026**	**£9.70**	**£14.00**	**£12.00 (£26.50 with copy of reviewed script)**	**£11.00**
Review of marking	**Weds 23 September 2026**	**£51.95**	**£57.00 (£50.00 for BTEC)**	**£67.75 (£79.75 with copy of reviewed script)**	**£51.00**
Priority review of marking*	**Weds 19 August 2026**	**£61.70**	**£68.00**	**£83.50 (£95.50 with copy of reviewed script)**	**£60.00**

* Only to be used where a university place is at stake

GCSE / Level 2

Service	Deadline	AQA	Edexcel	OCR	WJEC
Priority copy of marked paper (access to scripts) to decide next steps	**Weds 2 September 2026**	**Free**	**Free**	**Free**	**Free**
Access to scripts to support teaching and learning	**Weds 23 September 2026**	**Free ****	**Free ** (£15.00 after review of marking)**	**Free ****	**Free ****
Clerical re-check	**Weds 23 September 2026**	**£9.70**	**£14.00**	**£12.00 (£26.50 with copy of reviewed script)**	**£11.00**
Review of marking	**Weds 23 September 2026**	**£44.85**	**£50.00**	**£67.75 (£79.75 with copy of reviewed script)**	**£45.00**

** the school will make an administrative charge of £5 per paper for personal student requests for access to scripts. These will be provided in electronic format.

We will not make a charge for priority access to scripts to decide next steps. We will not make a charge for access to scripts for GCSE English Language or Mathematics where a student is planning to re-sit in a later series.

The Exams Office will be open:

Thursday 13 August until 2:00pm
Friday 14 August 9:00am-12 noon
Wednesday 20 August 11am-1pm
Thursday 21 August 2023 until 2.00pm

As reception will be closed, there will be a bell to ring for exams. Please be patient as we may be dealing with other students.

Please note that the school will be closed after 2:00pm on GCSE results day (Thursday 20 August) until Tuesday 1 September. We will respond to emails sent after this time on our return to school. Post results request forms and/or payment should be handed in to the Exams Office when school re-opens in September.

AQA City & Guilds CCEA OCR Pearson WJEC

Clerical re-checks, reviews of marking and appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

.....

.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: ..... Date: .....

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

Service required (delete as applicable): review of marking / priority review of marking / clerical recheck

Cost: _____

Please enclose cash for correct amount (no change given) or a cheque payable to: **Staffordshire County Council**

If you have left school please provide: email _____ Phone number _____

AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

☐ I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

☐ If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.

☐ If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: ..... Date: .....

This form should be retained on the centre's files for at least six months.

If a charge is applicable, please enclose cash for the correct amount (no change given) or a cheque payable to: **Staffordshire County Council**

Cost: _____

If you have left school please provide: email _____ Phone number _____