

Post-Results Services

A Quick Guide for Students & Parents



Co-op Academy
North Manchester

1. Clerical Check (Service 1)

A basic check to ensure:

- All pages were marked
- Marks were added correctly
- Final grade matches total marks

 Use this if you suspect a simple admin or calculation error

2. Review of Marking (Service 2)

A review to check that marking was accurate and followed the rules.
It checks for:

- Missed pages or incorrect marks
- Errors using the mark scheme
- Unreasonable marking decisions

 Marks can go up, down, or stay the same.
There is no grade protection.

 What the school will do:

1. Check how close marks are to grade boundaries
2. Request the exam script (with consent)
3. Head of Department will review your script
4. Decide if a review is suitable
5. Submit review (with consent)

 Consent will be requested on results day to speed up decisions.

3. Access to Scripts

You can request your marked paper:

- Original script – helps if you're considering a review
- Copy of script – useful to understand your marks
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 Consent will be requested on results day to speed up decisions.

 Questions?

Speak to the Miss Light, Mr Lane or any other member of staff for guidance on or after results day.



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