

Head Teacher  
N.Fisher MA, BA(Hons), PGCE, NPQH

Deputy Head Teachers  
Dr.L.Fripps EdD, MA, BEd(Hons), NPQH  
B.Woodcock BSc(Hons), PGCE

School Business Manager  
S.Goddard DSBM



Halcot Avenue, Bexleyheath, Kent DA6 7QB  
Telephone: 01322 553236  
Email: [admin@st-columbas.bexley.sch.uk](mailto:admin@st-columbas.bexley.sch.uk)  
Website: [www.st-columbas.bexley.sch.uk](http://www.st-columbas.bexley.sch.uk)  
Twitter: @stcolumbaschs

### **Option if you are concerned about a result.**

**If you are disappointed/concerned about a result there is the option to have exam papers from the summer checked and remarked by the exam board.**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **The service is available for externally assessed components.**

- Completed Candidate Consent Form is required – P.T.O. extra consent forms available from school reception and website
- For the Summer examination series, the request **must** be received by 1pm, Friday 16<sup>th</sup> September
- **The deadline for completion is within 30 calendar days of the awarding body receiving the request.**

This service will include:

- a clerical re-check:-that all parts of the script have been marked; the totalling of marks; the recording of marks;
- a review of marking

The charges for this service vary by Board the charges are per unit/exam:-

Edexcel £25.00  
AQA £35.00  
OCR £45.00  
WJEC £35.00  
CIE £35.00

The consent form must be signed by the **candidate**; there is always the chance that the result may go down. Payment must be made in cash, correct amount please, the application **will not be made until payment and form received**. The result will be sent to you in the post. The form and payment must be returned to the school by 16<sup>th</sup> September, in order for the request to be processed by the exam board deadline. Ms Reddington, (Exams) will be in school on 18<sup>th</sup> & 19<sup>th</sup> August 9:30am-2pm to answer any questions and accept forms, after then please hand in at reception.

If you have any questions, or need confirmation of receipt of form please email exams officer at [bn@st-columbas.bexly.sch.uk](mailto:bn@st-columbas.bexly.sch.uk)

Please remember there is information available on the St Columba's website (students, exams) and the Exam board websites.

