ST CUTHBERT'S
CATHOLIC HIGH SCHOOL

Review of Results and Access to Scripts

for the Academic Year 2026 – 2027

Approved by:	Local Governing Committee	**Approved on:**	
Review date:		**Revision approved:**	
Version No:	1	**Originator(s):**	JCQ Policy

1. Review of Results

(a) Re-marks

If a re-mark is initiated by a student or parent, they should be directed to the school website where they can download the appropriate forms and calculate the fee of each re-mark they request. The forms and payment should be handed to the exams officer no later than the end of the first week back in September. (Refunds will be given for any overall grades that go up, however if only the unit grades goes up refunds will not be given)

(b) Re-marks initiated by Heads of Department

For individual re-marks, initiated by a curriculum lead, the request must be authorised by the Deputy Head for Curriculum before being submitted to the exams officer. There should be a clear rationale for the re-mark (e.g., the student is very close to the next grade boundary AND he was predicted to achieve higher than he has done).

For re-marks for groups of students, the request must be authorised by the Headmaster BEFORE being submitted to the exams officer. Again, a clear rationale should be provided.
(N.B. Re-marks costs vary but a re-mark plus script averages c £50. Requesting re-marks for 20 students = £1,000)

(c) Priority re-mark service for GCE

The same procedure as above applies, except those forms will be made available on GCE results day to speed up the requests.

2. Access to scripts

If an access to script request is initiated by a student or parent, they should be directed to the school website where they can download the appropriate forms. The forms should be handed to the exams officer no later than the end of the first week back in September.

All access to scripts are FREE, however consent from the student(s) i.e. forms must be completed by the student before submitting to the exams officer

(a) ATS initiated by HODs.

Any ATS request can only be submitted once the student has signed the appropriate consent form, available from the school's website Requests should be made via the exams officer.

If a HOD requests ATS to use scripts for teaching or training purposes, please be aware of the rules regarding their use.