

CG Technical Post Result Services

Summer 2023

Contacting the Examinations Team

If you need to contact the examinations team please email the address below:

mis@nccclondon.ac.uk

Post Results Services

There are two types of post results services, Clerical Check (for multiple choice exams) Review of Marking (for examiner marked exams).

Clerical check

The clerical check is for multiple choice exams

City & Guilds will manually check the candidate's completed answers against the responses held in our systems. It involves checking the following:

- the marking of the candidate's answers,
- the recording and totalling of the candidate's answers,
- that the grade boundaries have been applied correctly,
- any special consideration was applied correctly.

Review of marking

The review of marking is for examiner marked exams

The review of marking gives a candidate or centre the opportunity to question the result of an assessment marked by City & Guilds, if they believe the marking was inaccurate.

It involves both:

- a **clerical check** as described in the previous section, and
- a **review of marking** by an examiner.

The review of marking is designed to identify any marking errors, for example:

- an administrative error,
- applying the mark scheme incorrectly.

Additional Information

- Please note that your mark may be higher or lower than your published grade
- Applications will only be made once the full fee has been received
- For clerical checks and review of results the fees will only be refunded if an overall subject grade changes, not if a unit grade or mark changes.

Outcomes

The outcome of the Enquiry about results will be sent to the person who made the application. This will include the decision and the reason for that decision.

There are three possible outcomes:

- The results are confirmed.
- The results are upgraded (eg. the grade is changed from Fail to Pass).
- The results are downgraded (eg. the grade is changed from Pass to Fail).

Fees and Deadlines

Service	Fee (per unit)	Deadline for Application	Target Completion Date
Examination results - clerical check	£15.00	18 th September 2023	32 working days of the date of the acknowledgement
Examination results - review of marking	£50.00	18 th September 2023	32 working days of the date of the acknowledgement

Appeals

The outcome of the Enquiry about results will include information on how to appeal (where this is relevant).

If you would like to apply for a Post Results Service please complete the [Post Results Request Form](#) You will be invoiced for any fees which must be paid before the outcome will be released to you