

City and Guilds Technicals

Post Result Services 24/25

There are two types of post results services: **Clerical Check** and **Review of Marking**.

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 the reviewed mark may be higher or lower than your published grade
- Applications for a Post Results Service 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.

Outcome of enquiries

Once the exam office has received the outcome of the review it will be uploaded to your Pro Portal account and you will be informed by email.

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	£15.75	11 th September 2025	32 working days of the date of the acknowledgement
Examination results - review of marking	£52.50-Only chargeable if grade not changed	11 th September 2025	32 working days of the date of the acknowledgement

Appeals

- The appeals process is available to those candidates who remain dissatisfied after receiving the outcome of an enquiry about results.
- Only the Principal can appeal against the outcome of a Review of Marking on behalf of the candidate
- Appeals can only be submitted after the outcome of a Review of Marking has been reported to the candidate
- Appeals must be submitted in writing, through the examinations office by emailing MIS@NCCLondon.ac.uk, outlining the grounds for appeal, within 7 calendar days of notification. These will then be passed to the Principal who will consider if to take the appeal forward to the awarding body.

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.

If you need advice in relation as to whether you should apply for a Post Results Service, please contact your teacher or Senior Curriculum Manager.

If you require assistance with making the application or fees, please email MIS@ncclondon.ac.uk.