

NCFE Post Results Services

Summer 2025

There are two types of post results services, Review Of Results and Access To Scripts.

1. Review of Results (RoRs)

Clerical re-check

This is a re-check of all clerical procedures leading to the issue of a result. The service includes the following checks;

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks
- The application of any adjustments
- The application of grade thresholds
- If requested, a copy of the re-checked script

Post-results Review of Marking

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components (not coursework or controlled assessments). The service includes the following:

- A clerical re-checks (as above)
- A review of the marking as described above (please note the reviewer will **not** remark the script)
- If requested, a copy of the reviewed script

Additional Information

- Please note that your mark may be higher but could also be lower than your original published grade as a result of an RoR. The original mark cannot be reinstated if it goes down
- If you want a copy of your reviewed script, you must request this at the same time as your RoR. You will not be able to request this after
- 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.

Outcome of enquiries

- Once the exam office has received the outcome of the review you will be notified by email and your outcome will be uploaded to your ProPortal account
- Where a grade changes and a certificate has been issued, a replacement will be re-issued showing the revised grade once you have returned your original certificate to the exams office
- Where there has been a downgrade, the review will not be revoked, and the original higher grade will not be reinstated.

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 RoR on behalf of the candidate
- Appeals can only be submitted after the outcome of an RoR 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.

2. Access To Scripts

- Awarding bodies will provide examination centres and candidates access to their marked scripts.
- Once an awarding body has returned an original script to a centre, its security is compromised and it can no longer be subject to an enquiry or investigation.

Copy of a Script to Support a Review of Marking

- You can request a copy of your examination script before deciding whether or not to instigate a Review of Results.

Copy of script to support Teaching and Learning:

- For those candidates wishing to request their script in order to support their learning.
- Once you request your script you will not be able to apply for an RoR service or lodge an appeal against a priority RoR.
- You must not tamper with any requested script in case of the rare event that the awarding body may ask for its return. If you do so, you may be penalised in accordance with established JCQ policies and procedures relating to candidate malpractice.

Once the exams office has received the copy of your script you will be notified by email and your script will be uploaded to your ProPortal account.

Fees and Deadlines

Service	Technical Certificate/Diploma (CCE/DCE)	Deadline for application	Target Completion Date by Awarding Body
Clerical re-check (S1)	£5.00	<i>15 working days from receipt of initial results/outcome or within 2 working days from a clerical check outcome.</i>	<i>Within 5 working days</i>
Review of Marking (S2)	£50.00	<i>15 working days from receipt of initial results/outcome or within 2 working days from a clerical check outcome.</i>	<i>Within 25 working days</i>

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 or copy of script 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.