



FINHAM PARK SCHOOL
POST-RESULTS SERVICES, RE-TAKING EXAMS AND RESULTS CERTIFICATES

A. POST-RESULTS SERVICES

In a small number of cases, you may want to take advantage of some of the **POST-RESULTS SERVICES** available from the exam boards. These include:

- Requesting a copy of your script.
- Requesting a review of marking (NB: This is not a "re-mark")
NB: **please be aware that a review can result in your mark going down as well as up.** Do not request this service before first checking how close you are to the grade boundaries above and below.
- Please note that you cannot request a review of marking of internally marked, externally moderated components, ie Non Examined Assessments (NEA's)

The exam boards charge a fee for each of these services which must be met by the student. The table below gives the cost and the deadlines for the queries.

Post-Results Service	Cost*	School Deadline for request
Access to Scripts: copy of script	N/A**	24/9/26
Clerical re-check of marks	£14.00	24/9/26
Review of marking	£50.00	24/9/26
Review of marking with a copy of reviewed script	£65.00	24/9/26

***Costs are based on the current fees charged by Pearson. Fees may vary according to which exam board requests are made.**

****Copies of scripts for most subjects are provided free of charge.**

Requests will only be processed once the appropriate form has been returned and payment has been received. Payment can only be made by debit/credit card on the school website and the form must be returned to the Exams Office (A22).

NB: Cash payments or cheques cannot be accepted.

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B. RE-TAKING EXAMS

There are some factors to consider if you are considering re-taking exams:

The school only funds your first exam/controlled assessment entry. The cost of re-sit/s must be met by you and/or your parents. Most GCSE subjects can only be re-taken in the summer exam session. GCSE English and Maths can also be taken in November. If you want to re-take English and/or Maths in November, please email exams@finhampark.co.uk & request a re-take form.

The deadline for re-take requests is **Friday 25th September**

C. RESULTS CERTIFICATES

Results certificates normally arrive in school at the end of October, after any post results queries have been resolved. They will be distributed in December or January, usually at an Awards Ceremony, and you will be notified by letter or email when this event will take place. If you are unable to collect your certificates on this occasion, you can collect them from the Exams Office (A22), provided you give advanced warning that you are coming. We will only post certificates on receipt of £3.50 to cover the potential cost of recorded delivery. We will not post out certificates with the normal mail or give them to a third party claiming to collect them on your behalf without your written permission.

NB

It is very important that your certificates are kept safe as they are your only proof of the examination results you claim to have achieved. Many colleges and employers will only accept your results certificates as valid evidence of examination results. We are only required to keep certificates in school for one calendar year. They are then either destroyed or sent back to the exam board. To replace a certificate which has been lost or has not been collected within the calendar year costs approximately £50 per exam board. To replace all your certificates could therefore potentially cost up to £200. Applications have to be made directly to the exam board by the student.

If you wish to discuss post results services, re-takes or receipt of certificates, please contact Mr Jeffreys or Ms Dean in the Examinations Office (A22) or email exams@finhampark.co.uk

Mr Jeffreys
July 2026