

ENQUIRIES ABOUT RESULTS & ACCESS TO SCRIPTS

STUDENT APPLICATION FORM

GCE A Level, Cambridge Technical, Level 3 Applied and Level 3 BTEC

**WHEN YOU HAVE COMPLETED THIS FORM YOU WILL
NEED TO PAY VIA THE ONLINE COLLEGE SHOP**

<https://nclt.collegestore.uk/>

You will need to select the product
Exams Enquiries About Results and Access to Scripts Payment
and make the correct payment

**YOU MUST THEN TAKE THIS FORM TO THE
EXAMS OFFICE BEFORE THE DEADLINE DATE –
your application will not be processed until we
receive this form and you have made the correct
payment**

We will not accept requests after the times and dates indicated below

DEADLINE DATES - SUMMER 2025

Access to Scripts (ATS)	Deadline
Priority Copy Received no later than 5 September Service Code ATSP	1.00pm on Tuesday 26 August 2025
Non-Priority Copy Service Code ATS	1.00pm on Monday 22 September 2025

Enquiries About Results (EAR)	Deadline
Service 1 – Clerical Check Received within 10 calendar days of NCLT submitting the application Service Code 1	1.00pm on Monday 22 September 2025
Priority Service 2 – Review of Marking only for students with University place pending Received within 15 calendar days of NCLT submitting the application Service Code 2P	1.00pm on Wednesday 20 August 2025
Service 2 – Review of Marking Received within 20 calendar days of NCLT submitting the application – with the exception of City & Guilds which is 32 working days Service Code 2	1.00pm on Monday 22 September 2025

Fees Per Paper for GCE A Level, Cambridge Technical, Level 3 Applied and Level 3 BTEC

EXAM BOARD	AQA	OCR	PEARSON	WJEC	NCFE / CACHE
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ACCESS TO SCRIPTS (ATS)						
Priority Photocopy Service Code ATSP	Photocopy of script for the sole purpose of deciding upon an Enquiry about Results (Service 2)	£5.00	£5.00	£5.00	£5.00	£21.50
Non Priority Service Code ATS	Copy of script for the purpose of Teaching and Learning	£5.00	£5.00	£5.00	£5.00	£18.00

ENQUIRIES ABOUT RESULTS (EAR)					
Service 1 Clerical Check Service Code 1	£14.40	£16.50	£19.00	£16.00	£10.00
Priority Service 2 Review of Marking Service Code 2P	£64.90	£85.25	£73.00	£63.00	n/a
Service 2 Review of Marking Service Code 2	£55.40	£70.25	A Level £62.00 BTEC £55.00	£54.00	£55.00

**All fees include a £5.00 administrative fee*

STUDENT INFORMATION – Please complete in BLOCK CAPITALS

Surname		Student ID Number	
Forenames		Candidate Number	
Home Phone No		Mobile Phone No	
Email Address			
<i>*students must provide a valid email address as the outcome of the enquiry will be emailed to this address.</i>			

DETAILS OF PAPERS REQUIRED

Board	Service Code	Subject Name	Component code	Fee
				£
				£
				£
				£
			Total Fees Payable:	£

PAYMENT INFORMATION – STUDENT TO COMPLETE

Date Paid		Online College Shop Order Number	ORD	Payment checked by Exams Officer (initial and date)	
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INFORMATION FOR CANDIDATES/CANDIDATE CONSENT

I consent to my script(s) being accessed by my centre/college.

Tick **ONE** of the boxes below:

☐

If any of my scripts are used in the classroom I **DO NOT** wish anyone to know they are mine. My name and candidate number must be removed.

☐

If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signed: Date:

If you are requesting a review of marking then please read and sign the consent declaration below.

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your examination centre makes an enquiry about the result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the declaration overleaf. This tells the head of your centre that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed on the front page. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

For Exams Office Use Only

Date Entered on EAR Spreadsheet	
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