**ATS ACCESS TO SCRIPTS APPLICATION FORM – SUMMER 2023**

Students who are surprised and disappointed with a subject result may wish to see a photocopy of a script before deciding upon a re-mark. Scripts arrive at the exams office electronically and will be forwarded to students via email. An electronic copy of the relevant mark scheme will also be emailed to students to use when checking scripts for potential errors etc. Where possible, students are advised to seek guidance from teaching staff before deciding on a re-mark.

**GCE (A’LEVEL) PRIORITY DEADLINE** = 2PM (21st\*) or 25th AUGUST 2023 **NON-PRIORITY DEADLINE** = 28TH SEPT 2023

**GCSE PRIORITY DEADLINE** = 5TH to 20TH SEPTEMBER 2023 **NON-PRIORITY DEADLINE** = 28TH SEPT 2023

**IMPORTANT** – TO VIEW YOUR SCRIPT(S) **BEFORE** DECIDING ON A RE-MARK (excluding Priority GCE), PLEASE SUBMIT YOUR APPLICATION BY 20TH SEPTEMBER AS NON-PRIORITY SCRIPTS MAY ARRIVE AFTER THE DEADLINE FOR RE-MARKS ON 28TH SEPTEMBER 2023.

 **IMPORTANT** – Original returned scripts **cannot** be re-marked, therefore, students are advised to select ‘Priority’ photocopies where available.

\*There is no guarantee that your script will arrive before the priority **re-mark** deadline on 24th August but every effort will be made. The earlier you submit your request, the better the chance. Please ensure that your request is acknowledged by Mrs Hill-Jones within 2 hours of your emailed request (if not hand delivered).

**IMPORTANT – THE EXAMS OFFICE WILL BE CLOSED FROM 29TH AUG UNTIL 1ST SEPT. PLEASE WAIT UNTIL AFTER 4th SEPT 2023 TO SUBMIT NON-PRIORITY APPLICATIONS. HOWEVER, YOU SHOULD EMAIL** **exams@wkgs.net** **WITH ANY URGENT ENQUIRIES DURING THIS TIME.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** |  | **Cand No:** |  | **Form** |  |

*PLEASE CHECK YOUR ‘STATEMENT OF RESULTS’ TO ENSURE THAT YOU HAVE RECORDED THE EXACT COMPONENT CODE(S) BELOW. IF IN DOUBT PLEASE LEAVE BLANK AND CHECK WITH EXAMINATIONS MANAGER.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EXAM BOARD** | **SUBJECT** | **COMPONENT (1,2 or 3)** | **CODE** | **PRI/NON PRI** |  | ***DATE REC*** | ***EMAIL/PHONE*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

(Electronic signature accepted)

|  |  |  |
| --- | --- | --- |
| **STUDENT’S SIGNATURE** |  | **DATE:** |
| **STUDENT’S WKGS EMAIL** |  |
| **ALTERNATIVE EMAIL ADDRESS** |  |

FOR OFFICE USE:

SCRIPTS ORDERED:……………………………………………….

ALL SCRIPTS RECEIVED:…………………………………………

ALL SCRIPTS & M/S SENT TO STUDENT:………………….. SIGNED:………………………………………………………………..