

**General Qualifications and Cambridge  
Nationals Post-Results Services Fees  
November 2017, January and June 2018**

**Replacement Certificate Fees 2017/18**

## Post-results services



Fees applicable to November 2017, January 2018 and June 2018 series

Enquiries about results (EAR)	AS and A Level, GCSE, Cambridge Nationals, FSMQ, Entry Level, Level 2 Award, Projects, Level 1/2 Certificate, Level 3 Certificate (Linear = per component; Unitised = per unit (£))	With copy of script
<b>Service 1 – Clerical re-check</b>		
Service 1 Clerical re-check per candidate	16.90	28.65
<b>Service 2 – Review of marking</b>		
Priority Service 2 Review of marking per candidate (Level 3 qualifications only)	58.00	69.75
Service 2 Review of marking per candidate	47.00	58.75
<b>Service 3 – Review of moderation</b>		
Service 3 Review of moderation (Internally marked coursework components only)	218.40	
Service 2a Review of marking with individual report (exceptions only*) per candidate	102.00	
Service 2b Review of marking with group report (exceptions only*)		
For first 5 candidates	218.40	
Each extra candidate (max 15)	47.00	

If a cancellation is accepted (and providing the review of marking or moderation has not already begun), a cancellation fee of 50% of the original fee will be applied.

\*Service 2a and 2b reports are available for units/components that are not available through the access to scripts provision. Please refer [here](#) on the OCR website for full details.

Appeals	Fee (£)
Preliminary appeal	143.80
Appeals Hearing	205.40

Access to Scripts	
Priority scripts to support reviews of marking (Level 3 & GCSE)	11.75
Non-priority scripts to support teaching and learning	11.35

For post-results services fees relating to vocational qualifications please see the vocational qualifications fees list

## Replacement certificate/Certifying statement of results fees



Centres have one month to report missing certificates in order to obtain a free replacement. After this date, there will be a charge.

Replacement certificates will only be issued for six months from the date of issue (except where a grade has changed as a consequence of an enquiry about results, in which case replacements will be issued free of charge up to a year from the date of issue). After this date, centres must apply instead for certifying statements of results.

November series	Fee (£)
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	44.30 per certificate
Replacements for lost/damaged certificates - up to 31 March	Free of charge
Replacements for lost/damaged certificates - from 1 April to 31 August	44.30 per certificate

January series	Fee (£)
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	44.30 per certificate
Replacements for lost/damaged certificates - up to 30 June	Free of charge
Replacements for lost/damaged certificates - from 1 July to 30 November	44.30 per certificate

June series	Fee (£)
Personal detail amendments (eg to correct name misspellings or incorrect date of birth)	44.30 per certificate
Replacements for lost/damaged certificates - up to 30 November	Free of charge
Replacements for lost/damaged certificates - from 1 December to 30 April	44.30 per certificate

After six months, a certifying statement of results will be issued (see below).

Certifying statement of results	Fee (£)
Certifying statement of results for the first examination and subsequent series	44.30 per series
3rd Party Verification - for third parties applying for confirmation of grades	44.30 per series
Additional copies of a certifying statement	15.00 each
Despatch by courier (compulsory for all overseas addresses)	30.00 per address

Please note: whilst we endeavour to find your result, we cannot always guarantee success. In such cases we will retain 50% of the fee to cover administration costs.

# Changes



## Version

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1.00	Original document with effect from August 2017
1.01	Updated fees for additional copies of a certifying statement and courier despatch

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