

Post Results Online application procedure

If you decide to request a post result service for a unit, or for individual papers for Linear Subjects, please familiarise yourself with the deadlines and services available.

- Click on the link for Post Results Services to access the online system
- There are 7 different services available so scroll to the appropriate one:
 1. Priority Remark
 2. Priority Remark with Script
 3. Priority Script
 4. Non-Priority Review of Marking
 5. Non-Priority Review of Marking with Script
 6. Original Script
 7. Clerical Recheck
- Put a tick in the box where you want to select the service and type in the details requested on that line. There is a character limit therefore please use abbreviation for long subject names (e.g. Classical Civilisation = Classics)
- **YOU CAN ONLY APPLY FOR INDIVIDUAL UNITS FOR MODULAR SUBJECTS OR INDIVIDUAL PAPERS FOR LINEAR SUBJECTS**
- If there are other units for that service then tick the next available line and enter the details
- If you wish to request a different service for other units, then please enter them in the appropriate section
- **YOU CANNOT REQUEST MORE THAN ONE SERVICE PER UNIT UNTIL THE FIRST REQUEST HAS BEEN PROCESSED AND AN OUTCOME AVAILABLE.**
- Once you have selected the services for all your units, complete the personal details required
- Include both your Student ID and your candidate number which can be found on your result slip
- Make sure you include a **VALID PERSONAL** email address so that you can be contacted quickly with the outcome of your results. **LEAVERS SHOULD NOT USE THEIR COLLEGE EMAIL ACCOUNT.**
- Tick to confirm you have read the statement
- Once all details are completed, click Make Payment
- This is the summary page and you should check that all the details are correct
- Click on continue and then this will be the page required for payment
- Complete your card details on the Payment Information Page
- Click on Review and Confirm Payment
- If details are incorrect, this may lead to delays or non-processing of your applications which may result in additional fees later on
- This page is a second summary of your details - Click on Confirm Payment
- Once you have processed the payment, you will receive an email confirming your payment or you can choose to print the final page

Once the Post Result Service has been processed by the Examinations Office, you will be contacted by the email you provided to inform you of the outcome.