

# **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 OF 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.**