

South Bromsgrove High

Arrangements for Access to Post Results Services, including Review of Marking and Access to Scripts

Reviewed by Governors
Next review
Policy responsibility

September 2019
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Examinations Officer

This policy is designed to enable staff, parents and students be aware of the services available once results have been published.

Services available are:

- *Review of marking* – requested where it is believed there has been an error in marking
- *Priority review of marking* – only available if a place in higher education is dependent on outcome
- *Photocopy of a reviewed script* – this should be requested at the same time as the review
- *Priority Photocopy* – to examine a script to decide if a review of marking is appropriate
- *Access to scripts* – useful if resitting – also for teaching and learning purposes

Please note a review of marking can only be requested for an externally moderated examination or assessment – NOT where the Centre has submitted their own marks for moderation.

The Exams officer will be available either in person, via the telephone, or via email, to give advice and assist with grade boundaries and queries regarding Post Results Services on Results Day.

1. Review of Marking

Information giving details on the costs and deadlines will be attached to results on results days for all externally moderated services, together with the authorisation form for student signature to ensure the student is aware that marks can remain unchanged, go down, or go up.

Awarding bodies will now only review papers to correct genuine marking errors – not changing of reasonable marks that already lie within the criteria range.

All student/parental requests must be received by the Exams officer by the deadline stated on the form and with the appropriate fee and student signature. They will be asked to provide a cheque to cover the amount. If the mark changes sufficiently that the awarding body will not charge the Centre, the cheque will be destroyed.

Where the Centre is willing to pay for a review of marking, subject leaders must first seek authorisation from the relevant Raising Standards Leader for KS4 or KS5, who will consider the request in line with criteria laid down by the Headteacher in response to the results received at that time.

An authorisation form will be sent to the student at home to ensure receipt, either via email or post. This will not be processed unless either the signed authorisation is received from the student within the deadline stated on the form, or consent is emailed to the Exams Officer within the deadline.

a) Appeal Against a Review of Marking

If a student or parent is not satisfied with the outcome of a remark and wishes to appeal, this must be presented to the Exams Officer within 5 days of receipt of the outcome, in writing, stating clearly the reasons for the appeal request. This will then be presented to the Head of Centre (Headteacher) for assessment and decision as to whether the Centre supports the appeal. If in support, then the Head will request the appeal with the Exam Board.

2. Priority Review of Marking

Information giving details on the costs and deadlines will be attached to results on results days for all externally moderated services, together with the authorisation form for student signature to ensure the student is aware that marks can remain unchanged, go down, or go up.

The process is the same as the Review of Marking except it is only available for A Levels and other Level 3 qualifications, and only where a place in higher education is dependent on the outcome.

3. Photocopy of Review Script

Information giving costs and deadlines is integral to the Post Results information sheet mentioned above which is attached to results sheets for all candidates. The authorisation form can also be used for this service.

This should be requested at the same time as the review of marking. Once the review has taken place, the exam board will either send a copy of the reviewed script electronically or as a photocopy in the post. All copies will be sent to the School initially.

4. Priority Photocopy

Information giving costs and deadlines is integral to the Post Results information sheet mentioned above which is attached to results sheets for all candidates. The authorisation form can also be used for this service.

A priority photocopy can be requested to check if there has been an error in marking, thereby helping in the decision whether or not to request a review of marking. The priority photocopy will be received by the School before the deadline for requesting reviews of marking.

5. Access to Scripts

Information giving costs and deadlines is integral to the Post Results information sheet mentioned above which is attached to results sheets for all candidates. The authorisation form can also be used for this service.

This would be used where a student is resitting and to be used as a revision tool.

Centre staff may also request scripts for investigation or for teaching purposes. Where the Centre is willing to pay for a return of script, subject leaders must first seek authorisation from the relevant Raising Standards Leader for KS4 or KS5.

An authorisation form will be sent to the student at home to ensure receipt, either via email or post. This will not be processed unless either the signed authorisation is received from the student within the deadline stated on the form, or consent is emailed to the Exams Officer within the deadline.

Reviews of marking cannot be applied for once an original script has been returned.