



Post Results Policy

2023/24

This process is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Senior Leadership Team	
Date of next review	June 2025

Purpose of the process

To confirm the arrangements for post results services for GCSE and Vocational qualifications at the end of each exam series.

Key deadline dates

KEY DATES	REVIEW OF RESULTS (RoRs)	ACCESS TO SCRIPTS (ATS)
22 nd August	Issue of exam results Request window opens for GCSE & VTQ clerical re-checks, reviews of marking and reviews of moderation DEADLINE for Priority Service 2 requests	Request window opens for copies of GCSE & Level 1 & Level 2 Vocational & Technical Qualifications (VTQ) scripts to support reviews or marking and/or teaching and learning
13 th September		DEADLINE for Poltair School exam office to receive requests for 'Access to Scripts' to support reviews of marking
23 rd September	DEADLINE for Poltair School exams office to receive 'Reviews of Result' requests for individual students and moderated samples	DEADLINE for Poltair School exam office to receive requests for copy scripts for teaching and learning
26 th September	DEADLINE for awarding bodies to receive requests for reviews of results and reviews of moderation for all qualifications (this date cannot move)	DEADLINE Last date for awarding bodies to receive requests for copies of scripts for teaching and learning purposes for all qualifications

Requests received by awarding bodies for reviews of results or access to scripts after the closing date will not be accepted.

Centre responsibilities

Poltair School will:

- Communicate the post results service to all candidates before results day
- Senior leadership team members will be available on results day to discuss and make decisions on submitting reviews of marking
- Poltair school will submit reviews of results requests on behalf of students with their consent via awarding body secure online sites

Candidate consent

- Review of Results may lead to candidates' marks and grades being **confirmed, raised or lowered**. Therefore, candidates must provide their **consent via the JCQ 'Access to Scripts' (Appendix B) and/or 'Clerical re-checks, reviews of marking and appeals' candidate consent forms (Appendix A)** for **Service 1** and **Service 2** applications (please see the definition of Service 1 and Service 2 below).
- Awarding bodies will **not** accept applications submitted by candidates or by parents.
- The application must be supported by the Head of Centre or by an authorised member of staff.
- **Awarding Bodies will not accept applications after the deadline date (26th September 2024).**

Review of results service

The services available are:

- Service 1 (Clerical re-check)
- Service 2 (Review of marking. Reviewers **do not** re-mark the paper)
- Service 3 (Re-moderation of the original sample of centre assessed coursework)

Service 1 (Clerical re-check)

- The request must be submitted online by the centre (Poltair School).
- Candidate consent **must** be given for the centre (Poltair School) to access the service. The consent **must** be held on file by the centre.
- The request **must** be received by the awarding body by **26th September 2024**.
- The deadline for completion is within 10 calendar days of the awarding body receiving the request. This service will include the following checks:
 - that all parts of the script have been marked.
 - the totalling of marks.
 - the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Service 2 (Review of marking)

This is a post-result review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of:

- an administrative error.
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer.
- an unreasonable exercise of academic judgement.

The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking. The service is available for externally assessed components in GCSE's and level 1/level 2 VTQ's.

- The request must be submitted online by the centre (Poltair School).
- Candidate consent **must** be given for the centre (Poltair School) to access the service. The consent **must** be held on file by the centre.
- The request **must** be received by the awarding body by **26th September 2024**.
- The deadline for completion is within 20 calendar days of the awarding body receiving the request. This service will include:
 - the clerical re-checks detailed in Service 1.
 - a review of marking as described above.

Outcome of reviews

The outcome of each review will be confirmed by the respective awarding body directly to the centre (Poltair School). The awarding body will:

- Provide a reason for the decision of a review of marking. If the mark has changed the reason will be either
 - An administrative error
 - A marking error
- Provide new certificates if a revised grade is issued (original certificates will need to be returned to the awarding body before the revised certificate can be issued).

Where there has been a reduction in marks or a downgrade following a review of marking the request cannot be revoked and the original mark or grade **will not** be reinstated.

Service 3 (Review of moderation)

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It **is not** a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

- The request must be submitted online by the centre (Poltair School).
- Candidate consent is **not** required
- The request **must** be received by the awarding body by **26th September 2024**.
- The deadline for completion is up to 35 calendar days after the reviewer has received the original sample of work from the centre. This is due to the complexities of the process such as co-ordination between the centre and the moderator.
- The review of moderation will be undertaken on the original sample of candidates' work.
- A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

Outcome of review of moderation

There are three possible outcomes arising from a review of moderation:

- No change to the original moderation decision (a reason will be provided).
- A correction to the original moderation decision (a reason will be provided).
- Reinstatement of centre marks.

The awarding body will also;

- Provide new certificates if a revised grade is issued (original certificates will need to be returned to the awarding body before the revised certificate can be issued).

Where there has been a reduction in marks or a downgrade following a review of marking the request cannot be revoked and the original mark or grade **will not** be reinstated.

Access to scripts

This is a post result service where the centre (Poltair School) can request a copy of the marked candidate's script in order to support:

- Reviews of marking (deadline **26th September 2024**)
- Teaching and learning (deadline **26th September 2024**)

It is the centres (Poltair School) responsibility to ensure:

- Centre staff **must** be fully aware of the guidelines controlling these arrangements.
- Centres **must** make candidates aware of the arrangements for access to scripts prior to the issue of results.
- Candidate consent **must** be given for the centre (Poltair School) to access the service. The consent **must** be held on file by the centre.

Uniformed mark scales (UMS) marks and mark schemes

Poltair School will use uniformed mark scales (UMS) marks, raw scores and mark schemes released by the awarding bodies on results day alongside requested copies of scripts to determine if a review of marking is required or if a script can be used for teaching and learning purposes.

Appeals

The appeal process is actioned when a centre (Poltair School) and candidates, or their parents/carers do not agree with the outcome from a review of results or a review of moderation.

- Appeals can only be submitted after the outcome of a review of results as been reported to the centre.
- An appeal against a review of moderation decision cannot be made on behalf of an individual candidate.
- Only the head of centre can submit an appeal to the relevant awarding body for internal candidates.
- Appeals **must** be made in writing and clearly state the grounds for appeal.
- Awarding bodies may charge a fee for appeals. The fee will be refunded if the appeal is upheld.

Please refer to Poltair School's 'Review of Results & Appeals Procedure 2023 – 2024' on the Poltair School website for more information.

Post results service fees

<u>EXAM BOARD</u>	<u>REVIEW OF RESULTS</u>	<u>ACCESS TO SCRIPTS</u>
<p><u>AQA</u></p> <p>GCSE</p>	<p><u>Service 1</u> Per unit/component - £9.05</p> <p><u>Service 2</u> Per unit/component - £42.00*</p> <p>*a copy of reviewed script is included in these services</p> <p><u>Service 3</u> Per sample - £252.20</p>	<p><u>Script only (before review of marking)</u> Original marked script - No Fee</p> <p><u>Script only (after clerical re-check)</u> Copy of checked script - No Fee</p>
<p><u>OCR</u></p> <p>GCSE</p>	<p><u>Service 1</u> Per Candidate - £10.75</p> <p><u>Service 2</u> Including copy of script - £77.25</p> <p><u>Service 3</u> Per sample £284.50</p>	<p><u>Script only (before review of marking)</u> Original marked script - No Fee</p> <p><u>Script only (after clerical re-check)</u> Copy of checked script - No Fee</p>
<p><u>PEARSON/ EDEXCEL</u></p> <p>GCSE & BTEC Tech Awards Level 1&2</p>	<p><u>Service 1</u> Per paper/unit - £13.10</p> <p><u>Service 2</u> Per paper/unit - £46.70</p> <p><u>Service 3</u> Per paper/unit - £260.00 (min up to 5 candidates and £20.20 for each additional candidate)</p>	<p><u>Script only (before review of marking)</u> Original marked script - No Fee</p> <p><u>Script only (post review of marking)</u> Photocopy script - £14.50</p>
<p><u>WJEC</u></p> <p>GCSE & VOCATIONAL Award Level 1&2</p>	<p><u>Service 1</u> Per unit - £11.00</p> <p><u>Service 2</u> Per unit - £40.00</p> <p><u>Service 3</u> per candidate in original sample - £32.00</p>	<p><u>Script only (before review of marking)</u> Original marked script - No Fee</p> <p><u>Script (For Teaching & Learning)</u> Electronic copy - No Fee</p>

Appendix A – Clerical rechecks, reviews of marking and appeals – Candidate consent form



AQA City & Guilds CCEA OCR Pearson WJEC

Clerical re-checks, reviews of marking and appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

.....
.....
I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

Appendix B - Access to Scripts - Candidate consent form for access to and use of examination scripts



AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: Date:

This form should be retained on the centre's files for at least six months.