



Post Results Policy

2023 - 2024

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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 DATE	<u>REVIEW OF RESULTS (RoRs)</u>	<u>ACCESS TO SCRIPTS (ATS)</u>
25th August	Issue of exam results Request window opens for GCSE clerical re-checks, reviews of marking and reviews of moderation	Request window opens for copies of GCSE scripts to support reviews or marking and/or teaching and learning <i>Electronic scripts free to download from Pearson & AQA</i>
5th September		DEADLINE for Poltair exam office to receive requests for 'Access to Scripts' to support reviews of marking
8th September		DEADLINE for awarding bodies to receive requests for copies of GCSE scripts to support reviews of marking (this cannot move)
15th September		Latest date by which centres will receive copies of GCSE scripts to support reviews of marking
19TH SEP	DEADLINE for Poltair exams office to receive 'Reviews of Result' requests for individual students and moderated samples	DEADLINE for Poltair exam office to receive requests for copy scripts for teaching and learning
29th September	DEADLINE for awarding bodies to receive requests for reviews of results (this cannot move)	DEADLINE Last date for awarding bodies to receive requests for copy scripts for teaching and learning

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.
- 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 closing date (see above).**

Review of results service

The services available are:

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

Service 1 (Clerical re-check)

- Submit the request online.
- Candidate consent is required and must be held on file by the centre.
- The request must be received by the awarding body by 29th September 2022.
- 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 and vocational specifications.

- Candidate consent is required and must be held on file by the centre.
- The request must be received by the awarding body by 29th September 2022.
- 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.

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.

- Candidate consent is not required
- The request must be received by the awarding body by 29th September 2022.
- 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.

Access to scripts

This is a post result service where Poltair School can request a copy of the marked candidate's script in order to decide if a candidate's paper requires a review of marking or if the script can be used with the candidate's permission for teaching and learning purposes.

Poltair School can:

- Candidate consent is required and must be held on file by the centre.
- Request access to students' scripts from awarding bodies to support decisions for reviews of marking. The request must be received by the awarding body by 8th September 2022.
- Poltair School will receive copies of requested scripts no later than 15th September 2022 two weeks before the deadline for reviews for marking for GCSE qualifications
- Request access to students' scripts from awarding bodies to support teaching and learning. The request must be received by the awarding body by 29th September 2022, however requests cannot be applied for until the 5th September in order that priority scripts can be processed before this date

Mark schemes

Poltair School will use mark schemes released by the awarding bodies 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.

Post results service costs

<u>EXAM BOARD</u>	<u>REVIEW OF RESULTS</u>	<u>ACCESS TO SCRIPTS</u>
<p style="text-align: center;"><u>AQA</u></p> <p style="text-align: center;">GCSE</p>	<p><u>Service 1</u> Per unit/component -£8.25</p> <p><u>Service 2</u> Per unit/component -£38.35*</p> <p>*a copy of reviewed script is included in these services</p> <p><u>Service 3</u> Per sample - £230.50</p>	<p><u>Script only (before review of marking)</u> Per paper - No Fee</p> <p><u>Script only – Teaching & Learning</u> Per paper - No Fee (maybe a photocopy rather than the original)</p>
<p style="text-align: center;"><u>OCR</u></p> <p style="text-align: center;">GCSE</p>	<p><u>Service 1</u> Per subject - No Fee</p> <p><u>Service 2</u> Per subject - £54.25 Including copy of script - £68.25</p> <p><u>Service 3</u> Per sample £251.00</p>	<p><u>Script only (BEFORE review of marking)</u> Electronic copy - £14.00</p> <p><u>Script only (For Teaching & Learning)</u> Electronic copy - £13.25</p>
<p style="text-align: center;"><u>PEARSON/ EDEXCEL</u></p> <p style="text-align: center;">GCSE & BTEC</p>	<p><u>Service 1</u> Per paper/unit - £11.90</p> <p><u>Service 2</u> Per paper/unit - £42.40</p> <p><u>Service 3</u> Per paper/unit - £236.00 (min up to 5 candidates and £18.30 for each additional candidate)</p>	<p><u>Script only (BEFORE review of marking)</u> Original script - Free Photocopy script - Free</p> <p><u>Script only (For Teaching & Learning)</u> Post review of marking photocopy script - £13.10</p>
<p style="text-align: center;"><u>WJEC</u></p> <p style="text-align: center;">GCSE & VOCATIONAL</p>	<p><u>Service 1</u> Per unit - £11.00</p> <p><u>Service 2</u> Per unit - £37.50</p> <p>Electronic script to be returned with outcome - £11.00</p> <p><u>Service 3</u></p>	<p><u>Script only (BEFORE review of marking)</u> Electronic copy - £11.00</p> <p><u>Script (For Teaching & Learning)</u> Electronic copy - £11.00</p>

	per candidate in original sample - £32.00	
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**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.