

# **gilesacademy**

## **Post Results Services 2017/18**

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
<b>Date of next review</b>	

## **ENQUIRIES ABOUT RESULTS**

All staff at Giles Academy hopes that all of our students are happy with their examination results. If, however, a result falls significantly below that expected, enquiries can be made through the post results services which are available from the awarding bodies. Awarding bodies also provide an 'access to scripts' service.

**All applications for post results services and access to scripts must be processed by the Examinations Officer as this is the only route recognised by the Exam Boards.**

If candidates are very close to the next grade boundary then a review of results may be recommended. However, a decision will be made by the School based on an analysis of the results and the grade boundaries and discussions with your subject teacher.

If the school cannot support your request, the Examinations Officer can make the application on your behalf, **with parental/carer consent**. You will have to pay the associated fee in advance before any application is made.

**In both cases, you will need to complete a Candidate Consent form.**

### **Reviews about Results – Service 1 Clerical Re-check**

This is a re-check of all clerical procedures leading to the issue of a result, including the following checks:

- That all parts of the script have been marked;
- The totalling of marks;
- The recording of marks.

The target for completion is within 10 calendar days of the awarding body receiving the request.

**IMPORTANT! Please see outcomes of enquiries about results on the next page.**

### **Reviews about Results – Service 2 Post-Results Review of Results**

This service is available for externally assessed components of both unitised and linear GCE and GCSE specifications. This service includes:

- The clerical re-checks detailed in Service 1 above;
- A review of the original marking to ensure that the agreed mark scheme has been applied correctly – it is not a re-marking of the candidate's script – reviewers will not re-mark the script.

The target for completion is within 20 calendar days of the awarding body receiving the request.

Changes to candidates' results arising from a review of results cannot lead to a subsequent late request for a review of moderation.

**IMPORTANT! Please see outcomes of enquiries about results on the next page.**

## **Reviews about Results – Priority Service 2 Post Results Review of Results**

This service is as Service 2, but is only available if the following criteria are met:

- The service is available for externally assessed components of both unitized and linear GCE specifications.
- A candidate's place in **higher education** is dependent upon the outcome.
- Universities and colleges will endeavour to be flexible in keeping places open. However, they can only do so if they are informed of priority reviews of results that may affect an offer. It is therefore vitally important that candidates inform the relevant universities and colleges as soon as a priority review of results has been requested.

Any applications not meeting these criteria will be treated as normal Service 2 requests.

The target for completion is within 15 calendar days of the awarding body receiving the request.

**IMPORTANT! Please see outcomes of enquiries about results below.**

### **Outcome of Enquiries about Results**

Enquiries about results have **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, and 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.**

Before the Examinations Officer applies for enquiries about results, you will be required to sign a candidate consent form to confirm that you understand the above, in particular that you accept that **grades may go down**. Where there has been a downgrade, the request will **not** be revoked and the original higher grade will **not** be reinstated.

### **Access to Scripts**

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components, orals or audio tapes.

Centres may request:

- Copies of scripts to support reviews of results which will be provided to centres no later than 6 September: and/or
- Copies of scripts to support teaching and learning.

Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other candidates, **prior written permission must be obtained from the candidates** concerned. A candidate consent form will be issued to the candidates for this purpose. This permission may be sought only after the candidates have received their results for the examination series concerned.

Candidates who grant their permission have the right to anonymise their scripts before use. They also have the right to instruct their centres not to request their scripts. If candidates do not wish for their work to be used they can state this on the candidate consent form in the appropriate section.

**GCE** and **GCSE** candidates can request access to their own scripts for their own interest although a fee is incurred for this service which will need to be paid in advance before any application is made. **Candidates should not request original scripts if they intend to lodge an enquiry about results.**

**GCE** candidates can request access to photocopied scripts via priority copies of scripts option, prior to deciding whether to request an enquiry about results, Services 1 or 2 as described above. **This option is not available to GCSE candidates.**

**GCSE** candidates can request copies of scripts before deciding whether to lodge a review of marking.

## **Appeals procedure following the outcome of an enquiry about results**

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the Giles Academy's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to Mrs C Goodwin within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the Giles Academy to process the appeal and submit to the awarding body within the required 15 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the Giles Academy.

Giles Academy

Examinations Centre: 26344

Examinations Officer

Mr G Wright  
Mrs C Goodwin

**Request for an appeal to the Awarding Body for a review of marking of examination papers**  
*Please complete this form in BLOCK CAPITALS except where signatures are required.*

Full name of student: .....

Candidate number (if applicable): .....

Subject: ..... Specification & paper codes: .....

Awarding body ("Examination Board")                      AQA                      Edexcel                      OCR

Appeal supported by the school (please circle as appropriate): YES                      NO

Signed (Subject Teacher or Head of Department): ..... Date: .....

***Please read the following statement before signing below.***

**I realise that by pursuing this request for a review of results, my marks and/or grades could go down, stay the same or go up, and that there is no further review of results permitted if I am unhappy with the outcome.**

**I also realise that if my request is not supported by the school I must pay for the review of results myself in advance. If I do not receive an improved final grade I will not receive a refund of the fee. Only if my final grade is improved can I expect a refund.**

I have read and understood the warnings above and I wish to pursue this request to the Awarding Body.

Signed (candidate) ..... Date .....

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Examinations Office use only below this line:

Appeal sent ..... Acknowledgement ..... Result received .....

Result to candidate ..... Result to department .....

Giles Academy

Examinations Centre: 26344

Examinations Officer

Mr G Wright  
Mrs C Goodwin

**Request for an access to script**

*Please complete this form in BLOCK CAPITALS except where signatures are required.*

**Candidate consent form for use of examination scripts**

<b>Candidate Number:</b>	<b>Candidate Name:</b>
<b>Subject:</b>	<b>Component/Unit Code:</b>

**Tick ONE of the boxes below:**

**If any of my scripts are used in the classroom I do not wish anyone to know it is 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: .....