



Post Exams Results Policy Years 11-18

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Next Review:	September 2023

Enquiries about Results (EARs)

As an Examination Centre we must make candidates aware of Enquiries about Results before they sit any examination(s). This includes:

- Which services are available
- The fees involved in those services
- Who to contact to request a service
- Possible outcomes

This information will be supplied to all candidates via email. It will also follow the guidelines contained in the Laurus Trust Charging and Remissions Policy; a copy of which can be found on the School's website. It will also be reissued as a hard copy along with candidate's exam results.

EARs may be requested by Centre staff or the candidate following the release of results.

The Centre will also obtain the written consent of each candidate (Appendix A) for clerical checks and post results reviews of marking, as with these services candidates' marks and subject grades may be **lowered**.

The Centre will also provide the appropriate documents to students at the point of receiving their results.

A request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The awarding bodies offer the following enquiry about results services for students:

Service 1 - Clerical Re-check

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totaling of marks;
- the recording of marks;
- if requested, a copy of the re-checked script(s) for those units/components included in the Access to Scripts service.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry. Only Service 1 Clerical Re-checks can be requested for objective tests (multiple choice test).

Service 2 – Review of Marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;
- if requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed GCE AS and GCE A2 Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise Centres of the mechanism by which reports may be requested).

Priority Service 2 – Review of Marking

This service is as Service 2 but the deadline and outcome has a much faster turnaround. This should be used if your place in further/higher education depends on it.

Fees

The cost of ROMs requested by Subject Leaders will be paid by the Centre. If a parent or carer requests a review of marking, re-sit or a copy of an examination script, an amount will be charged to the parent to cover costs, as stated in the Charging and Remissions Policy. This amount shall correspond to any relevant fee levied to the school by the examining body.

In both circumstances written permission from candidate will be obtained prior to the application being made. All requests must be submitted supported by the Centre, therefore all final decisions on whether to make an application for an ROM will be made by Subject Leaders in consultation with the Headteacher/member of Senior Leadership team responsible for the curriculum area.

All processing of ROMs will be the responsibility of the Exams Manager following JCQ guidance.

Outcome of Enquiries

The outcome of each enquiry will be confirmed by the respective awarding body to the Centre's Exams Manager. The Exams Manager will pass on this result in writing, by post, to the candidate and will also inform the respective Subject Leader and/or Senior Leadership link.

Where there has been a downgrade, the request will not be revoked and the original higher grade will not be reinstated.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 14 days of the receipt of results. If a parent or carer requests a copy of an examination script, an amount will be charged to the parent to cover costs. This amount shall correspond to any relevant fee levied to the school as stated in the Charging and Remissions Policy.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must also be obtained (Appendix B).

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

Processing of requests for ATS will be the responsibility of the Exams Manager.

Appendix A



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City & Guilds

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ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form

Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result, (review of the original marking) and 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.

In order to proceed with the enquiry about results, 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 enquiry about results being made.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

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.....

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade 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 enquiry about results or any subsequent appeal.

Appendix B



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ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts

Centre Number	Centre Name
Candidate Number	Candidate Name
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 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:

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

EQUALITY IMPACT STATEMENT

Names and titles of people involved with this assessment	Mark Sackville-Ford – Assistant Trust Director of SEND
Impact assessment carried out with regard to identified characteristics	<div>Race <input checked="" type="checkbox"/></div> <div>Disability <input checked="" type="checkbox"/></div> <div>Gender <input checked="" type="checkbox"/></div> <div>Age <input checked="" type="checkbox"/></div> <div>Religion & belief <input checked="" type="checkbox"/></div> <div>Sexual orientation <input checked="" type="checkbox"/></div>
Summary of any issues/proposed changes	
Date	28 September 2022
Date of next review	September 2023