

QUEEN ELIZABETH GRAMMAR SCHOOL PENRITH

REVIEWS OF RESULTS

CENTRE ASSESSED MARKS

Candidates will be informed of their centre assessed marks (ie marks relating to controlled assessment, coursework and non-examined assessments) before they are submitted to the awarding body. Candidates can request a review of the marking of the assessment before the marks are submitted to the awarding body. Copies of materials to assist candidates in considering whether to request a review of the centre's marking of the assessment will be made available upon request. Requests for reviews of marking must be made in writing.

EXTERNALLY ASSESSED MARKS

Once exam results have been published, if you have any concerns about your grades you should discuss this with your subject teacher and/or Head of Department in the first instance. If you wish to pursue a Review of Results, this can be processed on your behalf if you are prepared to pay the cost of the enquiry in advance of an application being sent to the awarding body.

There are 3 main services available:-

Service 1: Clerical re-check (with or without access to script)

This is a re-check of all clerical procedures leading to the issue of a result and includes the following checks: that all parts of the script have been marked; the totalling of marks; the recording of marks. This service is available for externally assessed components.

Service 2: Review of Marking (with or without access to script)

This is post-results 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. This service is available for externally assessed components and includes the clerical re-checks detailed in Service 1.

Service 3: Re-moderation of coursework/assessment

This service is for Centre use only where it is felt that internal moderation has been significantly or unfairly adjusted. In such instances the full cohort has to be re-moderated and not just individual candidates.

It is important to realise that marks and grades are not always raised as a result of a review; they can simply be confirmed and may even be lowered, ie

- 1 Your original mark is confirmed as correct and there is no change to your mark/grade
- 2 Your original mark is raised so that your final mark/grade may be higher than the original mark/grade received
- 3 Your original mark is lowered so that your final mark/grade may be lower than the original mark/grade received. **Please be aware that in this case, the LOWER mark will count.**

If a Department wishes to make a Review of Results request, written consent from candidates will be obtained before requests are submitted.

Access to Scripts

If you wish, you may request your original script(s) to be returned from the Awarding Body. To do this, collect a form from the Examinations Office, Reception or the school website and return this with the appropriate fee by the appropriate deadline. There can be **no** appeal for a review upon receipt of original scripts.

If you receive a script, you must observe the awarding bodies rule that scripts must not be disposed of, written on or otherwise tampered with until after 22 November. The awarding bodies may request the return of scripts prior to this date and candidates who have tampered with scripts will be penalised by disqualification from the exam and any other exams taken in the same session.

If a Department wishes to make an access to scripts request, written consent from candidates will be obtained before requests are submitted.

Please Note: For internal candidates, all post-results service requests must be made through the centre.

In order to proceed with any post-results service request, you must **fully complete** and **sign** the 'Candidate Request & Consent Form'. This confirms that you have understood what the outcome of an enquiry might be, and that you give your consent for the service requested. The completed form and payment should be returned to the Examinations Office to be processed.

- **Forms will not be accepted after the deadline**
- **Payment of the total amount must be made at the time of submission as forms will not be accepted without payment**

Details of up-to-date fees and deadlines for the current examination session will be available via the Exams Office, School Website and Reception.

Appeals

Once an outcome of a Review of Results has been received, further reviews cannot be requested although appeals can be lodged and these must be submitted within 14 calendar days of the notification of the outcome of the enquiry. Only the Head of Centre or a private candidate can submit an appeal to the relevant awarding body and the grounds for appeal must relate to the awarding body's procedures or the application of the post-result service procedures. Further information regarding appeals can be found at www.jcq.org.uk