



Hagley Catholic High School

Post Results Exams Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by

March 2018

As an Examination Centre we must make candidates aware of the arrangements for Post Results before they sit any examination(s). This includes:

- Services available,
- Fee information
- Who to contact to request a service
- Possible outcomes

Senior members of staff will be available immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries.

Detailed information will be supplied to all candidates via the school website prior to the results day issue, informing candidates of available services, deadline dates, fees, availability of senior staff and appropriate forms to complete.

All requests must be made through the exam office.

Enquiries about Results (EARs)

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

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

The Centre will publish the appropriate documents to students via the school website.

A request for a review of moderation of internally assessed work may be submitted without the consent of the group of candidates, as candidates' marks may be lowered but their published subject grades will not be lowered.

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 totalling 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 is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.

This service is available if a place in further/higher education is dependent on the outcome.

Fees

The cost of EARs requested by Head of Departments will be charged to the department. If a parent or carer requests a re-view, re-sit or a copy of an examination script, they will be charged for this service.

In both circumstances written permission from candidates will be obtained prior to the application being made.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

Outcome of enquiries

The outcome of each enquiry will be confirmed by the respective awarding body to the centre's Exams Officer. The Exams Officer will pass on this result in writing, via email or post to the candidate and will also inform the respective Head of Department.

Where there has been a reduction in marks or a downgrade, the request cannot be revoked and the original mark or grade cannot be reinstated.

Access to Scripts (ATS)

centres may request:

- copies of scripts to support reviews of marking.
- copies of scripts to support teaching and learning.

Candidates have the right to prevent the school requesting their scripts, therefore written permission must be obtained from any candidate where the centre intends to request his/her script(s). (This permission must be sought only after the candidates have received their results).

Scripts must only be seen by teachers who are members of staff at the centre or returned directly to candidates.

Fees

The cost of access to scripts requested by Subject Leaders will be charged to the department. If a student, parent or carer requests a copy of an examination script, they will be charged for this service.

In both circumstances written permission from the candidate will be obtained prior to the application being made.

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