



Full copies of the External Examinations Appeals Policy and the Internal Examinations Appeal Policy can be found on the school website.

Policy details on reviews of results, which is the most relevant section for most candidates, are copied below for your convenience.

Reviews of Results

Review of results (RoRs) services **must** be submitted through the Examination Centre.

Awarding bodies offer the following RoRs services:

1. **Clerical re-check** – a re-check of all clerical procedures leading to the issue of a result.

It includes the following checks:

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

2. **Review of marking** – a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It's not a re-marking of the candidate's script.

This also includes the clerical re-checks available in Service 1. A priority post-results review of marking is also available in certain circumstances.

3. **Review of moderation** – a review of the original moderation for internal assessments to ensure that the assessment criteria have been fairly, reliably and consistently applied. It's not a re-moderation of candidates' work. **A review of moderation is not available for an individual candidate.**

The deadline for RoRs for all Summer series exams is 5 weeks after the publication of the results to candidates. The deadline for RoRs for November GCSE exams is 4 weeks after the publication of the results to candidates. All of these options involve a fee to the Awarding Body.

Submitting a request

A review of the marking is normally only requested when the candidate's marks are just below a grade boundary.

For a review of results the candidate must complete a Review of Marking & Access to Scripts Request Form and sign and date a Candidate Consent Form confirming that they understand that their marks may stay the same, go up or indeed go down. Copies of these forms can be found on pages 8-12 of this policy.

Deadlines

Candidates are strongly advised to submit enquiries about results at the earliest opportunity. This will enable the awarding body to take a holistic view of the quality of marking and allow them to take any corrective action which may be required in a timely fashion.

Requests made after the deadlines **WILL NOT BE ACCEPTED OR PROCESSED** by the awarding bodies – please check the deadline dates carefully. All enquiries must be received by the Exams Manager in writing via email at least three working days before the JCQ deadline as stated on pages 10 and 12. Please note, enquiries about results cannot be submitted to the school prior to results days.

Outcome of enquiries

The outcome of each enquiry will be confirmed to the school by the respective awarding body, and a reason for the decision of a review of marking will be provided. The school will inform the student in writing of the outcome and any fee paid by the candidate will be reimbursed.

Where marks have been reduced or there has been a downgrade, the RoR request cannot be revoked and the original mark or grade cannot be reinstated. Any fee paid by the candidate will not be reimbursed.

If the Head of Centre remains dissatisfied after receiving the outcome of a RoR, then the appeals process is available.