



Full copies of the External Examinations Appeals Policy and the Internal Examinations Appeal Policy can be found on the [school website](#). Details from these policies relating to Reviews of Results (RoRs) are provided below for your convenience.

Reviews of Results (RoRs)

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

Awarding bodies (exam boards) offer the following review of results (RoRs) services:

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

This service includes the following checks:

- that all parts of the script have been marked;
- the totalling of marks; and
- 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. *Please note that it is not a re-marking of the candidate's script.*

This service 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 of internal assessments (such as non-examination assessments or NEA) to ensure that the assessment criteria have been fairly, reliably and consistently applied. *Please note that this is not a re-moderation of candidates' work and that a review of moderation is not available for an individual candidate.*

The deadline for Reviews of Results (RoRs) for all exams that have been taken during the June exam series is 5 weeks after the publication of the results to candidates. The deadline for Reviews of Results (RoRs) for exams taken during the November exam series is 4 weeks after the publication of the results to candidates.

All Review of Results (RoRs) services involve a fee to the awarding body (exam board) and details of these fees can be found in the *External Examinations Appeals Policy* on the [school website](#).

Submitting a request

A review of 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 and 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, 10, 12 and 13 of the *External Examinations Appeals Policy* on the [school website](#).

Deadlines

Candidates are strongly advised to submit enquiries about results at the earliest opportunity. This will enable the awarding body (exam board) to take a holistic view of the quality of marking and 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 (exam boards) so 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 awarding body (exam board) deadlines as stated on Pages 9 and 11 of the *External Examinations Appeals Policy* on the [school website](#). 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 Review of Results (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 Review of Results (RoR), then the appeals process is available.