

Post Results Policy 2021/22

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Matthew McDonald	
Date of next review	October 2022

Key staff involved in the policy

Role	Name(s)
Head of centre	Matthew McDonald
SLT	Allie Cowley, Laura Critchley, Ben Woodhouse, Judith Townsend
Exam Officer	Bridget Butler
Data & Exams Manager	Daniel Jones

Post Results Policy – Reviews of Results, Appeals and Access to Scripts

This policy confirms Sir Thomas Wharton Academy's compliance with JCQs General Regulations for Approved Centres 2021-2022 (Section 5.13 of the General Regulations) that the centre will:

- Have in place a written procedure for how it will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies
- Make details of these procedures widely available and accessible to all candidates and ensure that candidates are made aware of the arrangements for post-results services before they sit any examinations
- Ensure the accessibility of senior members of centre staff immediately after publication of the results

Review of Results Services

Awarding bodies offer the following Review of Results Services:

1. Service 1 (Clerical Re-Check)

This is a re-check of all clerical procedures leading to the issue of a result.

- submit the application online (will be done by the Exam Office)
- written candidate consent is required
- the request must be received by the awarding body by their deadline

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;

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 tests).

2. 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. **It is not a re-marking of the candidate's script.** The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** The service is available for externally assessed components of both unitised and linear specifications.

- submit the application online (will be done by the Exam Office)
- written candidate consent is required (**after** candidates have received their results)
- the request must be received by the awarding body by their deadline

This service will include:

- The clerical re-checks details in Service 1;
- A review of marking as described above

3. 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. **It is not a re-marking of the candidate's**

script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** This service is available for externally assessed components of both unitised and linear GCE specifications. It is only available if a GCE A level candidate's place in higher education is dependent on the outcome. Universities and colleges will endeavour to be flexible in keeping places open. However, they can only do so if they are informed of priority reviews of marking that may affect an offer. It is therefore vitally important that **candidates** inform the relevant universities and colleges as soon as a priority review of marking has been requested.

- submit the application online (will be done by the Exam Office)
- written candidate consent is required (**after** candidates have received their results)
- the request must be received by the awarding body by their deadline

4. Service 3 Review of Moderation

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. **It is not a re-moderation of a candidates' work.** The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently. If our centre's internally assessed marks for controlled assessment/NEA) have been accepted without change by an awarding body, this service is not available:

- submit the application online (will be done by the Exam Office)
- written candidate consent is **not** required
- the request must be received by the awarding body by their deadline
- the review of moderation will be undertaken on the original sample of candidates' work
- a review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample
- centres operating as part of a consortium must submit requests on behalf of all centres within the consortium. Individual centres within the consortium cannot request a review of moderation solely on their own behalf

Work submitted for a review of moderation will be:

- the original work
- be kept under secure conditions and not returned to the candidates (i.e. in the exam store)
- be dispatched to the moderator within 3 working days

Access to Scripts

Centres may request:

- copies of scripts to support review of marking requests (for English Language, English Literature and Maths only)
- copies of scripts to support teaching and learning

Sir Thomas Wharton Academy will:

- submit the application online (will be done by the Exam Office)
- written candidate consent is required (**after** candidates have received their results)
- the request must be received by the awarding body by their deadline
- scripts must only be seen by teachers who are members of staff at the centre (or within the consortium) or returned directly to candidates

Results Day & Submitting a Review

Upon publication of results, if a candidate is concerned with a particular subject, they should initially discuss the results with centre staff present on Results Day. All requests for reviews **must** be submitted (and thus supported by the centre) either by the Head of Centre or an authorised member of centre staff and all must be signed off by SLT prior to the application being made. The Exams Office will process requests online via the awarding bodies extranet sites.

Sir Thomas Wharton Academy will cover the costs of all individual post results services if it is in agreement that a review should be made. The candidate consent forms will be available on Results Day and also from the Exams Office. Written consent from each candidate must be obtained before a request to review results is submitted.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre (by following our Internal Appeals Procedure) by completing the **Internal appeals form** within 5 days of returning to school in September or within a week of receiving their results at any time of the year. The appellant will be informed of the outcome of his/her appeal within 5 working days of the candidate appeals deadline. Further details of our internal appeals process are to be found in the Internal Appeals Procedure (Exams).

If a Sir Thomas Wharton Academy does submit an application for a clerical re-check, a review of the original marking and then a subsequent appeal there are three possible outcomes:

- the original mark is lowered, so the final grade may be lower than the original grade received
- the original mark is confirmed correct, so there is no change in grade
- the original mark is raised, so the final grade may be higher than the original grade received

If, on review the grade improves there will be no charge and the mark will be changed if the reviewer thinks it is wrong. **It is very important for candidates to realise the new mark may be higher or lower than the original which is why the consent form must be read and signed prior to any new application.**

The awarding bodies will confirm the outcome of each enquiry in writing with a reason for their decision. Sir Thomas Wharton will be issued with a report for each enquiry. The Exam Office will provide the relevant subject leader with a copy of each report and the subject leader (or relevant subject teacher) will contact each candidate concerned. A copy of the report can also be sent to the relevant candidate if required.

Appeals

The JCQ Appeals process is available to centres and private candidates who remain dissatisfied after receiving the outcome of a review of results. An appeal can only be submitted **after** the outcome of a review of results has been reported to the centre.

For internal candidates only the Head of Centre can submit an appeal to the relevant awarding body

Appeals must be made in writing and awarding bodies may charge a fee.

Sir Thomas Wharton Academy has in place a formal appeals procedure for use in cases where centres and candidates, or their parents/carers cannot agree as to whether an appeal should be submitted to the relevant awarding body – Internal Appeals Policy 2021-2022.