



POST-RESULTS SERVICES FOR JUNE 2018 EXAMS

INFORMATION FOR CANDIDATES & PARENTS

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY PRIOR TO REQUESTING A REVIEW OF YOUR RESULTS.

REVIEWS OF RESULTS (RoRs)

Requests must be made prior to the deadline and ideally as soon as you possibly can after receiving your results. We are strongly advised by JCQ and the exam boards to submit any enquiries at the earliest opportunity. This may also assist you if you are not sure how many papers you may wish to be reviewed (if applicable to the subject) as it may be beneficial to submit a request to have one paper at a time reviewed. Applications cannot be submitted retrospectively for previous series. Please also note that the original mark cannot be reinstated after a RoRs has taken place.

Awarding Bodies offer the following services:

Service 1 (Clerical re-check)

This service provides re-checks of all clerical procedures leading to the issue of a result and 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.

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 service is available for externally assessed components of both unitised and linear specifications. The outcome to this request may take up to 20 calendar days after the exam boards have received the application.

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 re-checked 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, then a report/copy of the record sheet may be requested). Please indicate on your form and include the fee for this service if you wish to receive a copy as well.

Outcome of enquiries

The RoRo fee will be refunded if the Uniform Mark Scale (UMS) mark is changed **such that the overall grade changes upwards**. When we receive the refund from the exam board which is not usually a quick process, you will in due course be refunded or your original cheque will be returned if we haven't had to cash it. We will send you a copy of the letter that exam boards issue to us informing us the outcome of a result.

ACCESS TO SCRIPTS (ATS)

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components, orals or audio/video tapes.

Candidates are able to request access to their own scripts. As you can see from the 'Post-results services (PRS): deadlines, fees and charges Summer 2018' information sheet, some exam boards now allow you to request this service prior to deciding whether to apply for a RoRs first if you wish. Please note the early deadline of **28th August 2018** to request this service. Copies of scripts will be returned to the school and not directly to an individual candidate.

You cannot access your script with exam board AQA and then apply for a Service 2 enquiry at all.

You may also request copies of review of marking scripts (Service 3) along with the outcome of enquiries about results (Service 2) which will need to be indicated on the Post-results services: request, consent and payment form.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION

All Reviews about Results or requests for Access to Scripts must be made by the School. Awarding Bodies will **NOT** accept applications submitted by candidates or parents.

Reviews of Results (RoRs) may lead to a candidate's marks and grades being confirmed, raised or lowered. Please seek advice from your subject teacher if you are unsure if you should ask for your paper(s) to be reviewed by an examiner. Subject staff will be available for you to speak to during the morning on the day you collect your results.

The Exams Officer will be in school all day on results day and the following day if you wish to ask any questions regarding your results or the services that exam boards offer. However, please note that she is not a subject specialist. After that time you may either email the Exams Officer who will pick up any your email when next in school on joanna.cowell@cognita.com or telephone the school and leave a message.

You will need to give your informed consent by completing and signing the Post-results services: enquiry, consent and payment form for enquiry Services 1, 2 and 3 to be conducted. This is the only mechanism by which concerns will be addressed.

The fees are set by the examination boards and they are per paper not per subject.

The deadline(s) for applying for any of the services are indicated on the **Post-results services (PRS): deadlines, fees and charges – Summer 2018 form.**

Exam boards will **NOT** accept any late requests, so it is vitally important that you submit your requests along with the correct fees by the due date, otherwise your request will not be processed.

It is hoped that you will find the above useful to enable you to make an informed decision about the various Post-Results Services available to you. If you wish to take advantage of any of these services, please ensure that you submit the application form, duly completed and signed, together with your cheque before the above deadline to the school office addressed to Mrs Cowell, Exams Officer.

ENQUIRIES AND APPEALS ABOUT RESULTS

Information for candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, and there is no change to your grade
- Your original mark is raised, so your final grade may be higher than the original grade you received
- Your original mark is lowered, so your final grade may be lower than the original grade you received

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.

In order to proceed with the enquiry or appeal, you must complete the Post-results services: enquiry, consent and payment form. This tells the Head of your Centre that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

Uniform mark Scale (UMS) marks – and GCSE specifications

An explanation of how uniform marks are calculated may be found on awarding body websites. However, the following points may be helpful.

- Raw marks are the marks that are recorded on scripts by examiners – the maximum raw mark differs according to the unit/component.
- Candidates' results in unitised subjects are reported as uniform marks – these are fixed for all units/components with equal weighting.
- Uniform marks are calculated from raw marks.
- There will not necessarily be an obvious direct relationship between raw and uniform marks.
- Small variations in raw marks may lead to larger UMS differences.
- Awarding bodies will monitor the outcome of reviews of marking in terms of raw marks but not uniform marks.