



Post Results Services and Appeals

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Reviewed by: Headteacher

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Limpsfield Grange School – Post Results Services and Appeals

Introduction

These procedures confirm that Limpsfield Grange School complies with the JCQ requirements as published in the *General Regulations for Approved Centres 2017/18 (GR)* (paragraph 5.14).

The centre agrees to:

- have in place **written** procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies, and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services **before** they sit any examinations **and** the accessibility of senior members of centre staff immediately after the publications of results;
- ensure that all candidates, including private candidates, are made aware that all post-results service requests must be made through the centre;
- ensure that candidates have provided their **written consent** for clerical checks, reviews of marking and access to scripts services offered by the awarding bodies **after the publication of examination results**;
- submit requests electronically for clerical checks, reviews of marking, reviews of moderation and access to scripts **by the published deadline(s)** in accordance with the JCQ publication "Post-Results Services";
- submit requests for appeals in accordance with the JCQ publication "A Guide to the Awarding Bodies' Appeals Processes";
- ensure outcomes of clerical checks, reviews of marking, reviews of moderation and appeals are made known to candidates;
- **have readily available for inspection purposes** and draw to the attention of candidates and their parents/carers, a **written** internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal. A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.

Purpose of the policy

This policy details how the centre manages and administers post results services. As detailed in the current Exams Policy, the centre will ensure the following:

1. Provision of Results

Candidates will receive an individual statement of results on results day, either in person at the centre or by post to their home addresses. Arrangements for the centre to be open on results day are made by the Headteacher. The provision of staff on results day is the responsibility of the Headteacher.

2. Enquiries About Results (EARs)

Enquiries about results (EARs) offers three services.

- Service 1 – clerical re-check
- Service 2 – review of marking
- Service 3 – review of moderation (this service is not available to an individual candidate)

EARs may be requested by centre staff or candidates, if there are reasonable grounds for believing there has been an error in marking. Candidates will be informed that their marks and subject grades may be lowered and must provide their written consent before any EAR is requested.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense. Where the candidate wishes to challenge the school's decision not to proceed with an enquiry about results or consequent appeal, a similar procedure to that used for internal appeals for centre assessed marks, will be carried out. An appeal can be made by completing the Internal Appeals Form. If the candidate requires this against the school's advice, they will be charged the fees levied by the awarding body and a request will be made to the awarding body on the candidate's behalf.

The appellant will be informed of the outcome of her appeal before the internal deadline for submitting an EAR which is 12th September 2018.

A review of the original moderation may be requested by the centre if the centre's internally assessed marks (controlled assessment, coursework or non-examination assessment) have been lowered by an awarding body. The review is designed to ensure that the assessment criteria have been fairly, reliably and consistently applied and is therefore not a re-moderation of candidates' work.

Written consent is not required for a review of moderation as candidates' marks may be lowered but their published subject grades will not be lowered in the examination series concerned. However, a lowered mark will be carried forward to future certification where this applies.

3. Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of their marked papers.

Requests for copies of marked GCSE scripts (subject to availability) can be made before deciding whether to lodge a review of marking. Candidates will need to request this within five days. The candidate consent form must be signed and the applicable fees paid by the candidate prior to the request being submitted to the awarding body.

Centre staff may also request original scripts for teaching purposes and the written consent of candidates must be obtained after the publication of results. GCSE review of marking cannot be applied for once the original marked script has been returned.

4. Fees

A schedule of fees charged by the relevant awarding bodies for the services referred to above will be made available on results day, 23th August 2018.