

GCSE/ POST RESULTS INFORMATION

This information sheet is to answer any queries that may arise from your statement of results.

INFORMATION

All reviews of marking/Enquiries will be dealt with once school opens on Monday 4th September 2023. Senior members of staff and Exams office staff will be available on results day (24th and 25th August, if you wish to discuss your results and also on Monday 4th September, 4-5pm, if you wish to come in and discuss a possible review of marking.

(Enquiries about results - EARs)

Any student who wants to query a mark/grade awarded by an Awarding Board upon issue of results should:

1. Contact the Examinations Officer and the subject teacher as soon as possible (but at least **FIVE working days** before the published deadline for EARs) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
2. Students should be aware that EARs can result in the marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
3. The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR, the Department will make a request, together with the students consent form to the Examinations Officer before the published deadline for EARs. The cost of the enquiry will be met by the departmental budget.

If the EAR is successful the fee will be refunded.

If the Department **does not** agree to support the EAR, a student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examination Officer, at least **5 working days** before the published deadline for EARs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed, dated and should include the daytime contact telephone number and email address (if possible) of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated by telephone, email or 1st class letter post as appropriate within 24 hours of receipt. The decision is final.

If the Centre does not support the EAR the student may still proceed with the EAR but ALL costs involved will be paid by the student at the time the EAR is made. NO EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs. If the enquiry is successful the fee will be refunded to the student.

4. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Boards.

POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES: Summer 2023 series

IMPORTANT: MARKS AND GRADES CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK OR GRADE

Missing and Incomplete Results

The most serious category is missing or incomplete results and you should let the exams officer know immediately

Enquires About Results (EARS)

Whilst the School does check for anomalies that might need investigation, ultimately the onus is on the candidate to suggest that there might be reason for a review of marking. The regulations

prohibit the School from submitting a review of marking request without first obtaining the permission of the candidate.

Review of Marking

If you are very close to a grade boundary, it may be worth requesting a review of marking.

For the individual candidate, there are two enquiry options:

- a clerical re-check
- a review of marking of the script [which is done by an experienced examiner].

In all reviews if there is a grade change, the new result will stand – even if it is worse than the original result. You will be required to sign a form to say that you understand that your mark and possibly grade can go down as well as up. N.B. Requesting a review of marking does not mean that your examination script is returned.

Candidates should discuss concerns with the appropriate Head of Department. If an enquiry is to be made, then the School must handle all requests to the exam boards. Exam Boards will not deal directly with candidates or parents.

Having discussed your result with the Head of Department and your parents, should you decide to go ahead with a review of marking, please complete a review of marking request form. The cost of the review of marking will vary depending on the subjects and type of paper. All this information is below

Enquiries must be realistic

Please have a look carefully before submitting any remarks.

All candidates must sign the enclosed declaration. No remarks will be accepted without this.

Deadlines

The remark deadline is **Friday 15th September 2023**. Requests will not be accepted after this date.

All post result service (EAR) must be requested through the Exams Department.

Failure to submit your request through the correct route may result in your remark not being processed. EAR **cannot** be processed without a Candidate form (below) being signed.

Checklist before handing in EAR's

Ensure that you have checked the review of marking with the relevant Head of Department

The completed forms can either be brought into school and dropped off to the exams team.

The post-results services available are:

- **Reviews of Results** (RoRs): Clerical re-check; review of marking; review of moderation;
- **Access to scripts** (ATS): Access to marked examination scripts

GCSE

Post-results service	Deadline (Final date for requesting)	AQA fees and charges	OCR fees and charges	Pearson fees and charges	WJEC / Eduqas fees and charges
RoR Service 1 Clerical re-check	15 September 2023	£ 9.00	£ 10.00	£ 11.90	£ 12
RoR Service 2 Review of marking	15 September 2023	£ 40.35	£ 57.50	£ 42.40	£ 40

Access to Scripts service is also available on request.

Fees are per candidate per exam unit. Some exams can have more than one unit.

A fee is payable for each unit, some exams have more than one unit. The fees for each unit are shown below.

If a review results in grades being changed there is no charge made.

Clerical re-checks, reviews of marking and appeals

AQA OCR Pearson WJEC

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so 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.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (Awarding Body, Qualification level, Subject title, component/unit)

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed:

Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

