



Exams Post Results Service Procedure 2023-24

Policy Reviewed and Adopted: September 2023

Date of Next Review: September 2024

Person Responsible for the Policy: Headteacher (Mrs Aitcheson)

POST RESULTS SERVICE

Following the publication of results for each examination series, the Exam Boards offer a post-results services relating to Reviews of Results (RoR's) and Access to Examination Scripts (ATS). Requests must be made through the school; individuals will not be able to request this service directly from the examination boards. There is a charge for these services.

- Clerical re-checks - This is a re-check of all clerical procedures leading to the issue of a result
- Reviews of marking - a review of the original marking to ensure the agreed mark scheme has been applied correctly. A review of marking may result in a grade change either higher or lower and therefore a request for a review must be considered carefully.
- Access to scripts – an electronic version of the script, either as a priority or non-priority service. The priority service must be used if you are considering a review of marking.
- There is a priority service for a review of marking for students continuing to University.

These services can be found on the school website and candidates will be directed to these via email and assemblies before exams are sat.

Details of the services offered, deadlines and fees for these services as well as information on how candidates can request a post results service will be given out with results on results day. For all Post Results Services the candidate must complete a Candidate Request and Consent form and make the payment required before any request can be actioned by the school. Request and Consent forms will be given out on Results Day or can be obtained from the Exams Office.

Students are asked to speak either with their teachers or a member of the Senior Leadership Team when considering a post results service.

If a concern is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting a review supported by the centre.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the internal appeals form at least 3 school days prior to the internal deadline for submitting a request for a review. **(Please see the Centre's Internal Appeals Procedure for further information)**

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a RoR.

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

If the school is considering requesting reviews of marking for scripts that are close to grade boundaries, consent and information will be gained on results day.

If you require further advice on the Post Results Services please contact the Examinations Office.