



POST RESULT SERVICES

This booklet outlines the services that are offered by all the examination boards after results are issued.

All requests must be made through the Exams Office using the relevant form.

Candidates must discuss with relevant teachers any Review of Marking and Moderation requests. Only requests agreed by both candidate and teacher will be processed. The relevant form must be completed and signed by both candidate and teacher before a request will be processed. Candidates must not approach the Exams Office directly.

All requests for GCSE mark review must go to Miss Doyle first.

All requests for GCE mark review must go to Mr Murphy first.

Mark review for GCSE 3/4 or C/D borderline students will be paid for by the school if recommended by the Subject Leader. All other reviews must be paid for by the candidate.

Candidates must be advised that marks can go down as well as up after a mark review.

Access to scripts for teaching and learning purposes will be paid for by the department making the request.

Please make sure that you get all forms to the Exams Office before the deadline. Late requests will not be accepted by the exam boards.

Ms Moorhouse will be available on results days and from the start of the autumn term.

NO REQUESTS WILL BE PROCESSED UNTIL PAYMENT IS RECEIVED

POST RESULTS SERVICES AVAILABLE

Clerical re-check (Service 1)

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

The service includes 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

Candidate consent is required in writing on the relevant form

Candidates **MUST** be informed that marks and subject grades may be lowered as a result of a clerical re-check

Awarding body target for completion of clerical re-check is within 10 calendar days of receiving the request

It is unlikely that this will result in a change to marks.



Review of Marking (Service 2)

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-mark.

The service includes the following:

- the clerical re-checks as detailed in 'Clerical re-check'
- a review of marking as described above
- candidate consent is required in writing on the relevant form
- **marks and subject grades may be lowered as a result of the review of marking**
- awarding body deadline for completion is within 20 calendar days of receiving the request

Review of Marking (Priority Service 2) – with or without a copy of the script

This service is as Service 2, but it is only available to GCE candidates whose place in further/higher education is dependent on the outcome (also available for GCSE from Edexcel only). Awarding body target for completion of priority check is 15 calendar days.

Review of Moderation (Service 3)

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 candidates' work.** The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

Please note that if your centre's internally assessed marks (controlled assessment, coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.

- **A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.**
- For further details, see Exams Officer

Candidate marks may be lowered but their published subject grades will NOT be lowered in the series concerned. However, a lower mark may be carried forward to future certification.

Access to scripts (ATS)

Copy of script to support a review of marking (Service 2/Priority Service 2)

- requests for priority copies of scripts must be submitted to the awarding body no later than one week after the results day

Post-review copy

- Where a copy of a re-checked or reviewed script is requested, this should be applied for at the same time as the Review of Marking request to meet the relevant deadline

Copy of scripts to support teaching and learning

- Requested by teachers

Candidates' scripts are their property. Before requesting scripts for teaching and learning purposes you must obtain written permission from the candidates whose scripts are to be used. Scripts will not be requested until written permission is obtained.