



## PROCEDURES RESULTS, RESULTS REVIEWS AND ACCESS TO SCRIPTS 2018

### **Information given to candidates before results day**

In the first instance candidates are informed in the Pupil Parents Examinations handbook of the date and time when they may collect their results. At this time they are advised of the following:

- The results are the property of the candidate and will not be given to anybody without the prior written consent of the candidate. Any candidate who cannot attend on results day should supply the school with a stamped addressed envelope.
- That parents may not collect the candidates' results without the prior written consent of the candidates. Such consent is to be given to the examinations officer.
- That results will not be issued by telephone or email.

The candidates are reminded of the above information in briefings before the exams and parents will be sent an email via school comms reminding them of the above.

On results day candidates are expected go to the library to get their results. The Headmistress, the Assistant Headteacher Pastoral\Academic Teacher, the Head Teacher and the Examinations officer will be present in the building on that day. Candidates are advised in their handbook that they may contact Mrs Syred or Mrs Hollow until the start of the term.

In the results packet that each candidate receives will be found:

1. Their statements of provisional results.
2. A letter advising them of the enquiry after results procedures (copy attached). This letter contains the awarding bodies fees applicable at the time.
3. An original copy of Form 8 (where candidates were entitled to Access Arrangements) It is essential that this original copy is kept safely and given to the registrar at your new Sixth Form or College

### **POST RESULTS SERVICES**

If a candidate is unhappy with their results the Examination Boards provide post results services. In the first instance the candidate, or their parent/carer with permission from the candidate, should speak with the Examinations Officer, or the Assistant Headteacher Pastoral\Academic who will discuss the matter with the teacher. The teacher will be able to advise whether there is anything to gain from using post –results services. Following results day you may contact the Examinations Officer ([AMartyn@thetowersschool.org](mailto:AMartyn@thetowersschool.org)). Term starts on 5<sup>th</sup> September 2018. Candidates are of course free to ignore advice from teachers or the Examinations Officer and may request of the Examinations Officer that she initiates the process. Centre staff may also raise a concern with the Examinations Officer.

Post results services are

- A clerical check –asking the board to check that all the marks gained have been added up correctly.

- A review – this asks the board to review a paper in case the first examiner has made a mistake. They will be looking to make sure that professional judgement has been correctly applied that the marks are free from error. They will also perform a clerical check. MARKS MAY GO UP OR DOWN if a review is requested. (OFQUAL made changes last year and there may be further statements in the summer.)
- A re-moderation of coursework – this involves all the scripts reviewed by a moderator. This means that all the pupils whose work has been moderated by that person are returned to the board. This is unlikely to take place unless the teacher concerned is unhappy with the whole group's marks.
- In respect of non-examination assessments, pupils are at liberty to make representation to their teacher if they feel they have been treated unfairly (See School Policy Concerning Appeals – GCSE Examinations)

In all cases the candidate must provide their consent for a request to go to an awarding body for a results review (Previously known as Enquiries after Results [EAR]).

**Boards will only accept requests for Results Reviews from the School before the closing date which is 20<sup>th</sup> September. The school will need the candidate's application by Monday 17<sup>th</sup> September. The Examinations Officer will only process the request for an Enquiry after, wherever possible, the subject teacher has been consulted, a consent form has been signed by the candidate and a cheque for the cost of the Enquiry has been received. Exam board fees are refundable only if the grade is changed.**

**Candidates should be aware that following the Results Review process, marks could go up or down. The first results statements are provisional.**

### **Access to scripts**

Should the subject teacher deem it helpful to view a script prior to making a request for a review of result and subject to this being available from the relevant examinations board, the candidate will be asked to sign a consent form to request access to the script. Should the subject teacher desire access to script for teaching purposes or in order to further an appeal following a review of results by the board, the candidate will again be asked to sign the relevant consent form.

Unless the teacher has received consent from the candidate the script may not be used for teaching purposes. In all cases the scripts used for teaching must be anonymised. The exam officer will keep a log of those scripts applied for, received and issued.

Candidates and teachers will be required to return scripts to the exams office for destruction at the earliest opportunity.

### **Appeals procedure following the outcome of a results review**

Where the head of centre remains dissatisfied after receiving the outcome of a Results Review, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Postresults services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

The procedure for such an appeal is detailed in the Towers' **APPEALS PROCEDURE/REQUESTS FOR**

## REVIEW OF MARKING (GCSE Examinations)

### STATEMENT TO STUDENTS TO ACCOMPANY RESULTS SLIPS

#### RESULTS – WHAT HAPPENS NEXT?

August 2018

We sincerely hope that you have the results that you expected and that you are feeling very pleased with your achievements. Your Sixth Form, College or employer will need to know your results as soon as possible and I hope you will be able to present these slips proudly to the admissions staff.

In November we receive your certificates for insertion into your Record of Achievement, please ensure that you attend the certificate evening or let us know when you intend to collect your certificates. Once you start your new life it is not easy to get to The Towers, but you will need those certificates throughout your life!

**If you have a disappointment** you may ask the Board to check the outcome.

There are three ways that this may be done:

1. Clerical check for an individual student or the whole group
  2. Review of marking for an individual student or a whole class
  3. Moderation review for controlled assessment or coursework in a whole subject.
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1. A clerical check involves checking that the addition of your marks was accurate and that no marks had been missed out.
  2. In a review of marking another marker is detailed to check the marking of your paper. They will be looking to make sure that professional judgement has been correctly applied that the marks are free from error. They will also perform a clerical check. You should be aware that this year OFQUAL has changed the rules for all Boards concerning Results Reviews. The boards are likely to only change grades where they feel it is appropriate, but you should be aware that marks can go up or down.
  3. In re-moderation controlled assessments marked by the centre will already have been checked to ensure that marking is nationally consistent. The person checking may have moved marks up or down in relation to the national standard. A request for re-moderation would be a serious option because all the other students in your cohort could have their marks moved up or down. This request is usually made by a teacher who has had their marks radically changed.

For all queries you are advised to contact the teacher of your subject, if the teacher cannot be reached, you can of course contact the Exams Officer, Mrs Hollow [shollow@thetowersconventschoo.org](mailto:shollow@thetowersconventschoo.org) , who will discuss your request with the teacher concerned at the earliest opportunity. Together they will advise you upon the wisdom of raising an enquiry. If both you and your teacher wish to proceed you will receive a consent form which you sign to say that you understand that the enquiry could result in marks going up or down. This is why it is wise to be guided by your teacher as to whether they would advocate a review. E.g. if you are only a few marks above a grade boundary you could stand to lose the published grade in favour of a lower one. We would not recommend a review in these circumstances. Nevertheless you are at liberty to ignore the school's advice and apply to Mrs Hollow for a remark.

Conversely if you are only a few marks below a grade boundary you would have to lose a significant number of marks to lose the grade.

The costs of these services are as follows (these include the fee the bank will charge for processing your cheque).

#### **AQA**

**Clerical Check - £11.05\* Review of marking (per unit) £40.50\***

**EDEXCEL/PEARSON Clerical Check £14.10\* Review of marking (per unit) £38.90\***

**OCR Clerical Check - £19.40\* Review of marking (per unit) £48.60\***

\* These fees may be amended by the awarding bodies in the summer of 2018.

**Access to scripts Fees. OCR £14.75. At point of writing the position re Pearson and Eudqas/WJEC is unknown.**

**N.B. Should the board decide that a change of grade is indicated by their check your cheque will be returned to you.**

The boards' closing date is 21<sup>st</sup> September. Mrs Hollow, the exams officer, would therefore need signed consent forms with the accompanying cheque (made payable to The Towers Convent School) no later than **Monday 17<sup>th</sup> September. We regret that no enquiries can be processed unless payment is received.**

#### **FORM 8 – IMPORTANT**

**If you were entitled to Access Arrangements e.g extra time in your examinations. The original copy of Form 8 which details the reason for this entitlement is included in this letter.**

It is essential that you keep this safe and hand it to your Sixth Form or College when you give them your results. The sixth form will want this original. The document cannot be replaced if you lose it.