

## POST RESULTS SERVICES FOLLOWING PUBLIC EXAMINATIONS MAY/JUNE 2016

The Examination Boards offer a Post Results Service which allows access to photocopies of exam scripts, the return of original scripts, clerical checks and re-marks. All services must be administered through the Examinations Office at Raine's Foundation School and, are only applicable to the June exam series.

If on receiving examination results you are unhappy with the Grade or Mark you may pursue a result enquiry. **The candidate ought to be aware that an enquiry may result in subject grades being confirmed, raised or lowered.** It is important to remember that unless the total marks indicate that the next grade up was only narrowly missed it may not be advisable to proceed with an enquiry. This should be discussed with the relevant Head of Department before proceeding with an enquiry.

**All enquiries carry fees which are payable by the candidate unless on completion, an enquiry results in a higher grade.** You have the right to appeal to the school, against the decision to charge you for the cost of a re-mark (see attached Internal Appeals Procedure).

### Access to Scripts

#### a) Access to Scripts: Original (ATS/O)

Original scripts may be used for your own reference to be paid for by the candidate. **GCSE and GCE.**

Sometimes the Head of Department may wish to request copies of certain scripts to help with future teaching. This will be done at the School's expense but only when it is to be used by the school for teaching purposes: permission must be sought from the pupil. In this case you will be asked to complete a form giving the school permission to request your script.

**Once an original script has been returned it is not possible to subsequently request a re-mark in any circumstances.**

#### b) Access to Scripts: Photocopy(ATS/P)

These may be requested to help make a decision to pursue an enquiry and are available for **AS and A2 scripts only**. Photocopies of the scripts will be sent to the School by the Board and forwarded as appropriate.

### Enquiries about Results (EAR)

#### a) Service 1 – clerical check

Available to all candidates: This service is used to check that the marks on the script have been correctly totalled and correctly recorded.

#### b) Service 2 – re-mark

Available to all candidates: The candidate's written scripts are re-marked by a Senior Examiner in addition to a clerical check. It is possible to request the return of photocopies/originals of re-marked scripts in conjunction with this service at an extra cost.

If your place at University is dependent upon your grades you should apply for a Priority re-mark (2a).

## Post Results Services – Availability, Deadlines and Fees

Post Result Service			Cost of service	
Code	Description	Deadline	GCSE	GCE
			<b>1</b>	Clerical check
<b>2</b>	Priority re-mark	<b>25 August</b>	N/A	£50
<b>2a</b>	Re-mark	<b>19 September</b>	£40	£45
<b>3</b> ATS(P)	Access to photocopied script *	<b>25 August</b>	N/A	£15
<b>4</b> ATS(O)	Access to Original Script	<b>30 September</b>	£15	£15

\*Access to Scripts **photocopy (3)** is only available for **A-level**. It is for use when a school or candidate wants to see a script to decide whether to ask for a review of marking. Those wanting a Priority re-mark, however, should not ask for a script photocopy as it will arrive too late to request a review.

There is an appeal process (against the exam board) but it is only possible to appeal against an examination board's failure to comply with due process. It is not possible to appeal against the marks awarded by a board. All appeals must be made through the school and should be discussed with the Deputy Head or the Examinations Officer. You will have 14 calendar days from receipt of your EAR outcome to appeal.

Please note that a member of the teaching staff is neither expected nor obliged to read accessed scripts and is unable to give a confident view as to whether the mark allocated by the Board is correct. This is because teachers have not been to examiner's meetings and are thus not able to judge exactly what is acceptable in any one year.

**CANDIDATE CONSENT FORM**

**ENQUIRIES AND APPEALS ABOUT RESULTS AND ACCESS TO SCRIPTS**

**Information for candidates**

In order to proceed with an enquiry or to obtain a script or decline a grade, you must complete and sign the form below. This tells the Head of your Centre that you have understood what the outcome might be, and that you give your consent to the enquiry being made.

*The following information explains what may happen following an appeal or enquiry about the result of an examination.*

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, and there is no change to your grade
- Your original mark is raised so that your final grade may be higher than the original grade you received
- **Your original mark is lowered so that your final grade may be lower than the original grade you received**

**Centre name:** RAINE’S FOUNDATION SCHOOL

**Centre Number:** 10534

**Candidate Number:** .....

**Candidate Name:** .....

**Form:** .....

No	Details of exam module for which service is required.		Details of post-result service required		Cost of post-result service	Method of payment	
	Module Code	Subject Description	Code	Description		Chq/cash	Charge to
1							
2							
3							
4							
5							
				Total Cost			

I give my consent to the Examinations Officer to *make an enquiry about / obtain scripts for (please delete as appropriate)* the examination(s) listed above. In giving consent to a re-mark enquiry I **understand that the final subject grade awarded to me will either be lower than, higher than or the same as the grade which was originally awarded for this subject.**

I enclose payment to cover the cost of the enquiry and understand that if, in the case of a re-mark, the award grade goes up the exam board fee will be refunded.

I also understand that I may appeal against an exam board on the grounds of *process* only.

**Signed (Candidate):** ..... **Date:** .....

**HOD Authorisation (if applicable)** ..... **Date:** .....

## Internal Appeals Policy for External Qualifications

### Policy on External Assessments for External Qualifications

#### (Enquiries about Results – EARs)

Any candidate who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 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. Please note, the exams office will only be open on the following dates during the holidays: 17<sup>th</sup> – 18<sup>th</sup> August, and 24<sup>th</sup> – 25<sup>th</sup> August.
- II. Candidates should be aware that EARs can result in 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.
- III. The subject teacher will review the candidate'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 candidate's predicted grades.

#### If the Department agrees to support the EAR:

The request, together with the candidates consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget.

#### If the Department does NOT agree to support the EAR:

- If the centre does not support the EAR the candidate may still proceed with the EAR but all costs involved will be paid by the candidate 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 (marks/grades are raised) the fee will be refunded to the student.
- Alternatively, a candidate may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations 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 and dated and should include the daytime contact telephone number of the candidate, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1<sup>st</sup> class letter post. **This decision is final.**

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