



## REVIEW OF RESULTS

Chessington School will ensure candidates are made aware of the arrangements for clerical re-checks, reviews of marking and reviews of moderation before they sit any examination(s). These arrangements also extend to private candidates.

Senior members of centre staff will be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates will be informed of the periods during which centre staff will be available so that they may plan accordingly.

Awarding bodies will only accept applications for reviews of marking from centres and not from candidates or their parents. Chessington School has a process in place for internal candidates to appeal the centre's decision not to pursue a review of marking.

Centre staff are fully aware of the guidelines controlling these arrangements.

Candidates will be notified of the arrangements for access to scripts before they sit any examination(s) to which these arrangements apply.

### Process for Candidates for considering a review of results

- Candidates who wish to appeal against a mark gained in a written paper should in the first instance contact their subject teacher or Head of Department as soon as possible (but at least 5 working days before the published deadline for RoRs). The Examinations Officer will advise the candidate on the options available to query the mark/grade and the costs involved.
- Candidates should be aware that a RoRs can result in marks/grades being raised, confirmed or lowered. Candidates must sign a consent form to confirm that they understand the consequence of a RoRs. Consent forms can be obtained from the Examinations Office.
- 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 both the candidate and subject teacher or relevant member of staff are in agreement, then a request will be made to the exam board by the Examinations Officer, before the published deadline for RoRs, with the resulting cost being paid for by the student, or if agreed, by the school. If the RoRs is successful, the fee will be refunded.

- Should the relevant member of staff disagree with the decision to submit a RoRs, the candidate may still do so, but will have to bear the cost of the enquiry and any additional administrative fee.

- The candidate must inform the Examinations Officer of his or her decision to appeal within a week of the results being published.
- Appeals should be made in writing to the Examinations Officer. 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 no. 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 post within 24 hours of receipt. This decision is final.
- If the centre does not support the RoRs, the candidate may still proceed, but all costs involved will be paid by the student at the time the RoR is made. No RoRs will be submitted until fees are paid. Requests may be made in person to the Examinations Officer before the published deadline for RoRs. If the enquiry is successful the fee will be refunded to the student.

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

### **The post-results services available for Summer 2025 are:**

#### **Reviews of Results (RoRs)**

##### **Service 1: Clerical Re-Check:**

- This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:
  - that all parts of the script have been marked
  - the totalling of marks
  - the recording of marks.

##### **Service 2: Review of Marking:**

- This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly... **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking... This service will include:
  - the clerical re-checks detailed in Service 1
  - a review of marking as described above.

##### **Service 3: Priority Access to Script (copy)**

- You get a copy of your exam paper back quickly so you can decide whether to apply for a review of marking

##### **Service 4: Access to Scripts:**

- You get your original exam paper back.
- Copies of scripts to support teaching and learning (signed agreement from student)

## Key dates and deadlines:

- **29 August:**
  - Deadline to receive requests for copies of GCSE scripts to support reviews of marking
- **6 September**
  - Latest date by which centres will receive copies of scripts to support reviews of marking
- **17 September**
  - Deadline for reviews of results (RoRs): Last date to receive applications
- **26 September**
  - Deadline to receive requests for copies of scripts to support teaching and learning

## Appeals:

### Following the outcome of RoRs

#### **Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal**

This procedure confirms Chessington School's compliance with JCQ's *General Regulations for Approved Centres 2019-2020, section 5.13* that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

Candidates are also informed of the arrangements for post-results services, on the school website **before** they sit any exams and of the accessibility of senior members of centre staff immediately after the publication of results.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

*Reviews of Results* (RoRs) offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as Review of Results

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with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

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.

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 candidate (or his/her 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 2 calendar days prior to the internal deadline for submitting a request for a review.

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

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 2 calendar days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the review of results process. Awarding body fees, which may be charged for the preliminary appeal, must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

## Internal appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

**Please state the grounds for your appeal below**

Appellant signature:

Date of signature:

**This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure**