



Enquiries about Results

This document provides you with some important information about your examination results. Senior members of staff will be available for you to speak with immediately after the publication of your results.

Clerical re-checks, reviews of marking and Appeals

If you or the school have any concerns about your exam result, there are several things that can be done:

***Service 1**

We can ask for a **Clerical re-check**. This means that the Exam Board will check again that all parts of your papers have been marked, re-total the marks and check all the grading's that have been awarded from those marks. This service usually costs between **£8.00 and £17.00** for each paper. The deadline for requesting this from the Exams Office via reception is **18th September**.

***Service 2**

Review of the Marking. 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-marking of the script.** The Exam Board will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** The deadline for completion is within 20 calendar days of the Exam Board receiving the request. This service usually costs between **£30.00 and £50.00**. The deadline for requesting this from the Exams Office via reception is **18th September**.

***Priority Service 2**

Review of the Marking for a GCE A-Level candidate where their place in higher education is dependent on the outcome. This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the script.** The Exam Board will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** The deadline for completion is within 20 calendar days of the Exam Board receiving the request. This service usually costs between **£30.00 and £50.00**. The deadline for requesting this from the Exams Office via reception is **21st August**.

*If you would like us to consider either service 1, 2 or Priority Service 2 please request using the **consent form** at the end of this document.*

***Service 3**

Review of Coursework Moderation. The Exam Boards will only do this for a whole class group, never for one student. Also, they will only do this if the Board has changed the marks awarded by the teacher. So this option has to be something that you discuss with your **teacher**. The deadline for requesting this is **18th September** and it costs up to **£220.00**.

If Haileybury Turnford submits an application for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:



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

Haileybury Turnford is quite cautious about asking for a clerical re-check or review of marking for two reasons. Firstly because the Examination Board can decide to lower the original mark. Secondly if the mark is not changed then the Examination Board will charge the school a fee.

If Haileybury Turnford agrees to a re-check or review then we will cover the costs of all fees.

If Haileybury Turnford decides not to request a re-check or review, but you still want to do this, you can either:

- Pay for the service yourself (specific costs will be advised on request) plus an admin charge (£20 standard, £10 for pupils on Free School Meals)
- Appeal against the school's decision by following the '*Internal Appeals Procedure*' which can be found on the school website under Exams (or requested by the Exams Officer) by **18th September at the very latest**.

Appeals after receiving the outcome of a review of results

The appeals process is available if we remain dissatisfied after receiving the outcome of a review of results. Please refer to the JCQ publication '*A guide to the awarding bodies' appeals processes*' which is available on the JCQ website at <http://www.jcq.org.uk/exams-office/appeals> for more information.

The above-mentioned booklet provides full details of the Exam Body's appeals processes and the associated timescales.

An appeal can only be submitted by the head of centre at Haileybury Turnford. All parties must be in agreement that this is how to proceed. If the candidate, parents/carers and the head of centre cannot agree on how to proceed then Haileybury Turnford's formal internal appeals procedure needs to be followed. Details of this can be found in our '*Internal Appeals Procedure*' on the school website under Exams, or requested from the Exams Officer.

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld. Fees will be paid by Haileybury Turnford if we are in agreement about an appeal.

Access to Exam Scripts

Haileybury Turnford can request access to marked examination scripts for the following reasons:

- To support reviews of marking (to help decide if one of the services should be requested)
- To support teaching and learning

Your written permission is required to make this request. We will contact you if we wish to access your marked script. **You have the right to instruct us not to request your script.**

Scripts would only be seen by teachers who are members of staff at Haileybury Turnford or returned directly to you.

Where we have used copies of your script for teaching and learning purposes but no longer wish to retain them, we will dispose of the script in a confidential manner.



The deadline for requesting access to scripts to support reviews of marking is 23rd August (A-Levels) and 30th August (GCSE).

The deadline for requesting access to scripts to support teaching and learning is the 25th September. The cost is approximately £12 per script.

If Haileybury Turnford does not agree for the need to access Exam Scripts, you will have to pay for this service yourself. An admin charge of will also be payable (£20 standard, £10 for pupils on Free School Meals).



Clerical re-checks, reviews of marking and Appeals

Candidate consent form

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If Haileybury Turnford submits an application for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

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

In order to proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

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.....

I give my consent to the head of my examination centre to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

