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**Policy Control/Monitoring**

<b>Approved by:</b> <b>(Position in Organisation)</b>	<b>Assistant Headteacher/ Exams Quality Control Lead</b>
<b>Date:</b>	<b>04/12/2023</b>

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## Version Control Tracker

Version Number	Date
V1	04/12/2023

### 1. Introduction

### 2. Purpose

### 3. Post-result services

### 4. Centre actions in response to a concern about a result

### 5. Centre actions in the event of a disagreement (dispute)

### 6. Appeals

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## 1. Introduction

Following the issue of results, awarding bodies make post-results services available (see below for details of how these are managed at Percy Hedley School)

If teaching staff at Percy Hedley School or a candidate (or his/her parent/carer) have a concern that a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) - This service is available for externally assessed components of both unitised and linear GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) - This service is not available to an individual candidate
- Access to Scripts (ATS):
- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

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#### 4. Centre actions in response to a concern about a result

Where a concern is expressed that a particular result may not be accurate, Percy Hedley School will:

- Look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information, etc., when made available by the awarding body, to determine if the concern may be justified

For written components that contributed to the final grade, Percy Hedley School will:

- Where a place at university or college is at risk, consider supporting a request for a Priority Service 2 review of marking

In all other instances:

Consider accessing the script by:

- (where the service is made available by the awarding body)  
review of marking by the awarding body deadline OR
- (where the option is made available by the awarding body) viewing  
review of marking is appropriate
- **Collect written consent/permission from the candidate to access the script (least six months)**
- On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the

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- Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

For **moderated components** that contributed to the final grade Percy Hedley School will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
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- Determine if the centre accepted without change by the awarding body if this is the case, a Review of Results service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for all candidates in the original sample

**Candidate consent**

Percy Hedley School will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a Review of Results service 1 or 2 (including priority service 2) is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded 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
- Only collect candidate consent after the publication of results

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