



## Examination Review & Appeals\*

**\*Containing the NEA policy**

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**Responsibility:**

**Mr G Whittaker (AH)**

**Approved by full Governing Body:**

**Author:**

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**\*subject to any relevant changes in legislation or other appropriate guidelines**

## **External Examinations**

### **Notification of Results**

Results will be available for collection on: **Thursday 15<sup>th</sup> August (GCE) from 8.30am and Thursday 22nd August (GCSE) from 08.45am onwards.**

### **Post Results - Enquiries about Results (EAR)**

There are two main follow up options after results become available:

#### **Service 1 – Clerical check (EAR1)**

A check of all clerical procedures which lead to the issuing of the result, making sure:

- all parts of the exam paper have been marked
- marks have been recorded/added up correctly
- special consideration has been applied (where appropriate)
- the grade boundaries have been applied accurately

#### **Service 2 Review of marking (EAR2) This includes:**

- clerical check (as detailed in Service 1 above)
- A different examiner will look at your exam paper, check that the mark scheme was applied correctly during the original marking and assess whether the marking is free from error and represents a reasonable academic judgement. Only those marks that are the result of a genuine marking error, not a difference in judgement, will be changed.

#### **Service 2P - Priority review of marking (service EAR2P) Not available for GCSE.**

- A priority review is a quicker service for students whose place at a university or other higher educational institution depends on the outcome.
- In the event that the school request an enquiry about the results of an externally marked public examination (and consent from the candidate has been obtained) no charges will be made to the candidate or parent.
- In the event that the exams office is asked to submit an enquiry about a result by the candidate and parent/carers, fees levied by the examination boards for such a request will be paid, in advance, by the candidate or parent.

#### **Service 3 - Review of moderation (service EAR3) Not available for individual students.**

- A review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work.

- If the centre's internally assessed marks (coursework or nonexamination assessment) have been accepted without change by an awarding body, this service will not be available.

Requests for enquiries about results have to be made in using a Microsoft form. The link to this form will be communicated to students on results days.

Any requests for enquiries about results will not be made without payment in advance of the correct fee. Payment should be made by bank transfer to the schools account.

### **PLEASE NOTE:**

If you make an Enquiry About Results there are three possible outcomes:

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

EARs (clerical checks and reviews of marking) may be requested by centre staff or the candidate following the release of results.

A request for a review of marking or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates, but can only be requested by the head of department in consultation with the head teacher via the exams officer.

If a candidate wishes to query a result, they must do so as a matter of urgency. Awarding Bodies set very strict deadlines for any enquiries. These deadlines and associated costs will be available on the Post Results application form.

1. Any query should first be discussed with a member of staff.
2. The following Enquiries about Results (EARs) are available:
  - Service 1 – Re-check of all clerical procedures leading to a result
  - Service 2 – Post-results review of the original marking to ensure the agreed mark scheme has been applied correctly
  - Priority Service 2 – review completed within 18 calendar days (only available **for A level results** if a candidate's place in further/higher education is dependent on the outcome)
  - Service 3 – Review of moderation. Not available for individual students.
3. The following Access to Scripts (ATS) options are available:
  1. A photocopy of scripts after Service 1 or service 2 has occurred

2. A level candidates will be able to apply for a photocopy of a script prior to lodging an EAR. A copy of a script cannot be requested if a candidate wishes to proceed with **Priority Service 2**.
3. Original scripts can be returned, but no further EARs can be applied for once the original script has left the awarding body.
4. For all EARs the candidate must complete Post Results Examination Services MS form. A link will be provided on results day to a Microsoft Form through which enquiries about results can be applied for. This confirms that the candidate understands that the remarks may result in the original mark being lowered as well as raised.
5. If the School is to query the results then the appropriate form should be completed confirming who will pay for the remark. The Headteacher's consent will be required. Consent must be obtained from all affected candidates demonstrating they understand that grades could go down following an EAR.
6. Any Service 3 EARs should be requested by the Head of Department using the appropriate paperwork from the Examinations Officer. No candidates consent is required.
7. The outcome of the EAR will be communicated to the original requestor, SLT members Head of Learning and Head of Faculty/Department. Heads of department will inform subject teachers.

A Priority Script Service 2 is only available for one week after the release of results and an electronic scanned copy will be forwarded soon after.  
This will enable the candidate to make a decision regarding a remark.  
As this will be within school holidays subject teachers may not be available to check or mark papers or advise on next steps.  
All decisions on whether to make an application for an EAR will be made by the candidate and if possible a subject teacher or the head of department.

All processing of EARs will be the responsibility of the Examinations Officer, following the latest JCQ guidance.

### **Appeals (Post EAR)**

Appeals after an EAR (review of marking, re moderation or clerical check) can only be applied for in consultation with the Headteacher.  
This service is only available once an EAR has been completed and within 30 days of receiving the outcome of the review of marking or moderation.  
Please be aware that a stage 1 appeal is not directly concerned with the quality of work presented for examination, as this is the responsibility of senior examiners dealing with an EAR.

Appeals do not normally involve the further remarking of work, unless it is found that the enquiry about results remarking was not carried out in accordance with accepted procedures. The appeals process is an investigation to ensure that procedures have been correctly applied. As stated in the Ofqual Code of Practice, appeals should focus on whether the awarding body has:

- used procedures that were consistent with the code of practice
- applied its procedures properly and fairly in arriving at judgements

The Headteacher, in consultation with teaching staff, will decide whether or not to pursue an appeal based on all available evidence.

### **Access to Scripts (ATS)**

After the release of results, candidates may ask to request the return of original written exam papers up to 25th September.

Centre staff may also request scripts for investigation or for teaching & learning purposes. However, the consent of candidates must be obtained before a script is requested by a teacher.

All scripts requested by the centre staff will be anonymised.

Reviews of marking cannot be applied for once an original script has been returned. Processing of requests for ATS will be the responsibility of Examinations Officer.

### **Internal Appeals Procedure (IAP) for GCSE controlled assessments, GCE coursework, GCE/GCSE non-examination assessments**

Herschel Grammar School is committed to ensuring that whenever staff mark candidates' work, it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Herschel Grammar School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Subject teachers and heads of department will be able to offer candidates any materials (specifications, mark schemes, guidance documents) to assist them in deciding to request a review of the centre's marking of the assessment. Candidates with an entry for centre assessed work have the right to request a review of the centres marking of assessment.

Candidates should be notified of raw marks in advance of these being submitted to the examination board. Raw marks can never constitute final marks as the exam board have the right to raise or lower grades following moderation of work.

If a candidate or parent feel there are significant issues with the marking, the Internal Appeals Procedure should be followed.

A candidate has a right to review the marking of GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments.

Departments must build in time for reviews to be carried out before marks have to be submitted to the appropriate awarding body.

The centre will allow candidates to view assessed work and be given access to materials such as the specification and any other subject specific documents to aid their understanding of the marking process. Candidates cannot take their work out of the centre.

If, after consulting the relevant documents, a candidate or parent feel there are significant issues with the marking, an application for review can be made by completing the form in appendix 1 "Application for Review". This should be handed or emailed to the examinations office. The examinations team will pass the form onto the Head of Department and inform the member of SLT line managing exams.

Applications for review must contain **specific reasons** why the marks are being contested and should aim to highlight specific assessment objectives or marking criteria. Applications without any reasoning cannot be reviewed.

Having received an application for review, the Head of Department should inform the subject teacher.

It will be the decision of the Head of Department on who is best placed to carry out the review. Where possible the person carrying out the review will be someone who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. In some instances, the reviewer will be the original marker as they may be the only member of staff familiar with the specification and marking criteria.

Sufficient time must be made for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

The candidate will be informed in writing using the appropriate section of the "Application for review" form.

Raw marks can **never** be viewed as final marks. Awarding bodies have to right to raise or lower marks as part of their moderation processes.

Reviews will be carried out within ten school days and there is no right of appeal. **Any review of marking can result in marks going down and this may be the mark sent to the board.**

### **Internal Exams (Mocks for years 11 and 13)**

The school does not have a formal review procedure for internal exams. However, should a pupil feel the need to query the marking, they should make an appointment to speak to their subject teacher. The subject teacher will note the reasons for the candidate seeking a review and based on their reasons may decide to recheck their work.

Where possible a subject teacher may seek a second opinion.

At this stage, verbal or written feedback will be made to the pupil.

Should the issue not be resolved within an appropriate timescale, the pupil should speak to the Head of Department or Head of Faculty.

**Any review of marking can result in marks going down.**

## Appendix 1.

### Application for Review

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

- ☐ Appeal against an internal assessment decision (mock exams)
- ☐ Appeal and/or request for a review of marking

<b>Candidate Name</b>		<b>Candidate Number</b>	
<b>Awarding body</b>		<b>Unit or component name</b>	
<b>Subject</b>		<b>Unit or component number</b>	

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

*If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

Candidate Signature:	Date:
Parental Signature:	
I give consent for my work to be shared with centre staff and if needed suitably qualified staff outside of the centre. I understand that copies of this form will be kept on file until four months after the release of my final examination results <input type="checkbox"/>	

Reviewer Name:		Review date:	
Decision / comments			
	Original Mark		Reviewed Mark