

## Policy for review of marking and access to scripts - examinations

---

### POST-RESULTS SERVICES AND APPEALS

This policy applies to external assessments for all qualifications offered by St. John's, Marlborough

All exam boards have a system of post-results services. This can take the form of a clerical check, a review of marking of an examination script or the review of moderation of coursework. These are the various processes by which students can verify that their examination work has been marked accurately.

Exam boards also have a process for students to obtain copies of their examination scripts, known as access to scripts.

St. John's follows all procedures identified in the latest version of the JCQ publication [Post-Results Services](#).

### Post-results reviews

Post-results services must be paid for in advance by the student, or, more typically, parents. Information about fees is included when results are issued. The exam boards set a deadline for applications to be received and the school will set an internal deadline in advance of this to ensure all applications can be processed in time. An application will only be made if the school supports it, but typically the school will support an individual request. The school reserves the right to charge applicants an administrative fee in addition to the fee charged by the exam board.

If a clerical check or review of marking leads to a change of grade, the fee paid will be refunded in full.

Information about requesting post-results services is on the [Results Day](#) page of the Exams page of the school's website and is updated before publication of results in August (or January for results of the November GCSE series.)

If the school decides not to support a request, the student may submit an appeal against this decision to the Assistant Vice Principal (Exams) at least 1 week before the final date of receipt of requests by the exam board. This appeal will then be considered by a panel consisting of the AVP (Exams) and a member of the Senior Leadership Team who has not been party to the previous decision. The panel will meet quickly in order that a request may be submitted by the deadline should the panel deem it necessary.

The school cannot support late applications for requests, unless there are very strong mitigating circumstances, such as the student not being notified of results.

## **Internally assessed components**

There is no individual review process available for internally assessed components once grades have been issued. Students have the right to request a review of marking once they have been informed of their marks for such components, which are explained in our Policy for review of marking – internal assessment. If the exam board adjusts the school's marks for a component as a result of their moderation process and the school disagrees with this adjustment, the school may request a review of moderation. Students cannot make such a request, nor do they have a right of appeal against the school's decision of whether to make such a request.

## **Appeals**

Following the outcome of a clerical check or review of marking, the exam boards offer an appeals process. Appeals may only be made by the school, rather than a student. An appeal at this stage must be on the grounds that the exam board has not followed the correct procedures in the original clerical check or review of marking. A student, with support from parents, can request that an appeal be made. The school will consider the request and notify the student within a week of the request whether an appeal will be submitted.

If the school decides not to pursue an appeal to the exam board, the student has the right to appeal against this decision. Such an appeal will be conducted as outlined above for a decision not to support a review of marking.

## **Access to scripts**

Students have the right to access their examination scripts from the exam board. Most exam boards do not charge for this service and the school will not make any charge. Details of how to access scripts are provided when examination results are issued.

## **Access to scripts to inform teaching**

The school may ask students if we can obtain copies of exam scripts to be used to inform teaching and learning. This will only be done with written permission from the student and the student's name will not be shared with other students.

## **Financial support**

Financial support is available for students to access post-results service, subject to the usual criteria for providing such support. Students should write to the AVP (Exams).

<i>Version</i>	<i>5.1</i>
<i>Policy reviewed</i>	<i>September 2022</i>
<i>Next review date</i>	<i>September 2023</i>
<i>Person responsible</i>	<i>Mr D P Rogan</i> <i>Assistant Vice Principal</i>