



## Post Results Policy

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2018-19

### Results

Candidates will receive individual result slips on results days, either in person at school or by post to their home address. Arrangements for the centre to be open on results days are made by the Headmistress. The provision of staff on results days is the responsibility of the Headmistress.

### **Post Results**

If component marks are not reported on candidate results slips, then to obtain further details, candidates must contact their subject teacher who may be in on results day. If they are not in, then they can be contacted when back in school in term time.

Subject teachers should also be consulted before requesting a review of results. Reviews of results are inadvisable as most do not result in a change of grade and are expensive. It is only on rare occasions that grades are altered. The examination boards have careful checking procedures and particular attention is paid to those marks on the borderline of grade boundaries. If a candidate was estimated a grade 7 and gained a grade 2 but had worked effectively and had no concerns after the exam, then an error may have occurred. If that candidate gained a grade 6, it is highly unlikely that any error was made and the grade is likely to be a true reflection of how they performed in the examination relative to the other candidates across the country.

If a college place depends on it, then an urgent review can be placed with the Exams Officer on the morning of results day or by 11.00am the following day. The Exams Officer must receive the correct consent form signed by the candidate, with correct payment, no later than 11.00am on the day after results day. Any later queries or reviews must first be discussed with the subject teacher during term time.

### **Reviews of Results (RORs)**

RORs include clerical checks, post results reviews of marking, and photocopies of scripts. A post results review of marking is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. It checks the totalling of marks and the correct application of grade thresholds. It is different to a remark which boards do not offer. A clerical check is just a review of mark totalling for all parts of the script and that grade boundaries etc. have been applied correctly. Photocopies of script can be requested either before choosing to have it reviewed, or after it has been reviewed.

RORs may be requested by candidates or centre staff if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any ROR is requested. Candidates must sign the appropriate consent form, both of which can be found on the school website GCSE page. It is important to note that grades can go up or down and therefore candidate consent is required for a clerical check or a review of marking.

For candidate RORs, payment of the relevant fee is required together with the correct consent form, before the request is placed. This may be by cheque to the Exams Officer or by bank transfer. Notification by email to [ROR@hollygirt.notts.sch.uk](mailto:ROR@hollygirt.notts.sch.uk) is necessary in either case to confirm that the transfer has been placed or the cheque delivered to school. Alternatively, a message can be left with reception or the school office to notify [ROR@hollygirt.notts.sch.uk](mailto:ROR@hollygirt.notts.sch.uk) by email. Signed consent forms can be delivered to school or a scan emailed as an attachment to [ROR@hollygirt.notts.sch.uk](mailto:ROR@hollygirt.notts.sch.uk). Requests for RORs will not be accepted without payment in advance and consent form signed by the candidate.

Deadlines and costs will be notified by letter with results on results day but consents and fees are typically needed by about 15<sup>th</sup> September. In August 2018 costs were up to: £47 for a review of marking; £14.35 for a script photocopy; and £16.90 for a clerical check. AQA do not give pre review scripts, OCR scripts can only be applied for during results week and Pearson have most scripts free online. Candidate's signed consent is required in all cases before access is permitted.

Boards will complete a clerical check within 10 days and a review of marking within 20 days of receiving the request.

A clerical check or review is refunded if the grades are altered up or down. An altered grade is **final** and cannot revert.

### **Access to Scripts**

After the release of results, candidates may ask subject staff to request a photocopy of their marked script. School staff may also request scripts for investigation or for teaching purposes. In all cases, the consent of candidates must be obtained. GCSE reviews of marking cannot be applied for once an actual script has been returned, which is why photocopies are requested prior to reviews.

### **Certificates**

Certificates are presented to pupils in person. Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. The school keeps certificates for one year.

*Updated April 2019*