



## **HULL COLLEGIATE SCHOOL**

### **ENQUIRIES ABOUT RESULTS (EAR)**

Hull Collegiate School seeks to implement this statement through adherence to the procedures set out in the rest of this document.

Hull Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- INTERNAL APPEALS – PUPILS
- ACCESS TO SCRIPTS (ATS)

This document is reviewed annually by Mr A Norburn and Miss R L Baldry or as events or legislation change requires. The next scheduled date for review is September 2018.

## Policy Statement

This document will outline the procedures put in place by the awarding organisations and the school regarding enquiries about results.

## Enquiries about results (EARs) services

There are three services available to raise concerns regarding results from an individual candidate or a cohort. These are:

- Service 1 – Clerical re-check
- Service 2 – Review of marking
- Service 3 – Review of moderation

### Service 1 - Clerical Re-Checks

This is a re-check of all clerical procedures leading to the issue of a result.

The service will include the following checks:

- That all parts of the script have been marked;
- The totalling of marks;
- The recording of marks;
- **If requested**, a copy of the re-checked script(s).

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

If you would like a clerical re-check of a script(s) please complete the relevant appeals form and return to the exams officer before the deadline. Candidates/parents will be expected to cover the cost should the grade remain the same. Only if the overall grade changes will the fee be waived.

### Service 2 - Review of Marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service is available for **externally assessed components** of both unitised and linear specifications.

This service will include:

- The clerical re-checks detailed in Service 1;
- A review of marking as described above;
- **If requested**, a copy of the reviewed script(s).

If you would like a review of marking of a script(s) please complete the relevant appeals form and return to the exams officer before the deadline.

All requests for re-marking must be made through the exams officer by the deadline. It may take as long as 30 calendar days to get the outcome of the review of marking.

All candidates must be aware that the grade can go down, stay the same or go up. It nearly always stays the same because very few re-marks result in more than 2 or 3 extra marks and may result in fewer. If your grade goes down, then you cannot ask for your original grade back. The new grade stands and no further appeal is possible.

When requesting a review of marking, candidates and their parents must complete and sign an Appeals Request form confirming that they understand all these warnings. These forms are kept with the exams officer. An appeal cannot be processed unless the school has received a completed form. Please note that there are deadlines for submitting re-mark requests to the awarding bodies.

Once the school has received the completed form, the subject leader will double check the grade boundaries and the marks awarded to the candidate before the exams officer can proceed with the request. The school may advise against a re-mark if the candidate is close the lower grade boundary. This is to avoid the risk of a grade going down.

Re-marks are expensive and, unless the grade changes, the parents are subjected to pay the fee. Details of Post Results Fees can be found on the examination organisations websites.

## **Priority Service 2 - Priority Review of Marking**

This service is **only** available for GCE A-Level candidates, where a higher education place is dependent on the outcome.

A priority review of marking will include:

- The clerical re-checks detailed in Service 1;
- A review of marking as described above;
- If **requested**, a copy of the reviewed script(s).

If you would like a priority review of marking of a script(s) please complete the relevant appeals form and return to the exams officer ***within seven days*** of the publication of results.

You cannot ask for a priority copy of script when requesting this service.

## **Access to scripts - Pearson (GCSE)**

From summer 2017, Pearson offered priority access to scripts for GCSE courses for the first time. The exams officer must have written permission from the candidate before ordering a copy of a script. Please seek the advice from the exams officer regarding the availability of priority access to scripts for GCSE subjects with other awarding organisations.

### **Service 3 - Review of moderation**

The school can request a review of moderation if the unit marks have been adjusted from the moderation process. Requests for a review of moderation cannot be made by individual candidates. The subject leader would need to gain permission from the head of centre before the exams officer can proceed with this request. The candidates' grades will be protected in the review of moderation process.

### **Extended review of marking**

Centres are no longer able to request an extended review of marking for a cohort of results. This is because the awarding bodies are no longer able to protect the candidates' grades in the process. Therefore, if there are any concerns regarding any results, a review of marking should be submitted using the procedures set out above.

*This policy applies to all members of our school community, including those in our Early Years setting*