



Exam Results Day – August 2018

Thursday 23rd August in the West Hall 8.00am – 10.00am

Please make every effort to collect your results in person, you can share the joy or find support and advice from the experienced staff in attendance.

If you are not able to come in personally on Results Day and would like a reliable person to collect your results on your behalf, please complete the form below and return it to:-

Examinations Officer, Mark Hall Academy, First Avenue, Harlow, Essex, CM17 9LR.

It must be returned by Friday 17th August.

Exam Results Collection 2018

Candidate's Name (Please PRINT):

.....

Please allow
(named responsible person) to collect my examination results on my behalf. He/she understands that **a recognised form of Identification will be required** (e.g. driving license, passport etc.)

Signed.....Date.....

Details of Post Results Service

All examination boards offer a post-results service which enables us to make requests to have an examination paper reviewed and/or to obtain a copy of the original script.

1. Reviews of Results - Clerical Re-Checks and Reviews of Marking

Where there is concern about a mark we can request for it to be reviewed by the exam board.

There are two reviews of results services available to you:

Service 1 – Clerical Re-Check

This is a re-check of all clerical procedures leading to the issue of a result. This service will include a check that all parts of the script have been marked, the totalling of marks and the recording of marks.

The deadline for this request is 20th September 2018

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. **It is not a re-marking of the answer paper.** This service will include the clerical check detailed above.

The deadline for this request is 20th September 2018

A request for a clerical re-check or review of marking must be done through the school via the exams office. Staff will review results prior to you receiving them and will make decisions based on the closeness of the mark to the next grade boundary. If the decision is made to submit a request for a review you will be asked to sign a consent form on results day.

If you wish to make a personal request you are advised to consult with your subject teacher first as they will be able to look at the grade boundaries to make the decision as to whether or not a review is recommended. You should note that a charge will be payable by you if you choose to apply for a clerical re-check/ review of marking without the approval of the Principal (Fees are listed on Page 4).

The consent form clearly states that there are three possible outcomes to a clerical re-check or review of marking, you are signing to agree that you understand each and give consent for the enquiry to be made, the possible outcomes are:-

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

2. Access to Scripts

We may request a copy of your exam script from the awarding body to assist with the decision as to whether we will apply for a clerical re-check or review of marking. We will need your permission to do this and you will be asked to sign a consent form on the day if we decide to do this.

If you wish to make a personal request you are advised to consult with your subject teacher first as they will be able to look at the grade boundaries to make the decision as to whether or not a review is recommended. You should note that a charge will be payable by you if you choose to apply for access to your script without the approval of the Principal (Fees are listed on Page 4).

Scripts requested to assist clerical re-checks or reviews of marking need to be requested by the 30th August 2018 and will be received by the 6th September 2018.

We may also request access to your script to support future teaching and learning at the Academy. You will be asked for permission for us to do this and be asked to sign a consent form on the day if we decide to do this.

3. Appeals Procedure

The appeals process is available to centres or private candidates who remain dissatisfied after receiving the outcome of a review of results.

Please see the JCQ publication *A guide to the awarding bodies' appeals processes* which is available at www.jcq.org.uk/exams-office/appeals

Appeals can only be submitted after the outcome of a review of results has been reported to the centre or private candidate.

Appeals must be submitted to the relevant awarding body within **30** calendar days of the awarding body issuing the outcome of the review.

Only the Head of Centre or a private candidate can submit an appeal.

Appeals must be made in writing and clearly state the grounds for appeal.

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.

A full list of fees are on Page 4, available from the Exams Office or can be downloaded from the school website.

The Exams Office will be open to assist students with any queries at the following times before the new term starts in September.

- Thursday 23rd August 11am to 3pm
- Friday 24th August 9.30am to 3pm
- Tuesday 28th August 9:30am to 3pm
- Wednesday 29th August 9.30am to 3pm

Please bring your **Candidate Statement of Results** with you.

Summer 2018 Post Results Services - Fees and Deadlines

Reviews of Results (RoRs)

Service 1 – Clerical Re-Check

Deadline: 20th September 2018

Clerical re-check charges (per paper or unit):

AQA - £8.05 **Pearson** - £11.10 **OCR** - £16.90

Service 2: Review of Marking

Deadline: 20th September 2018

Review of Marking charges (per paper or unit):

AQA - £37.55 **Pearson** - £39.50 **OCR** - £47.00

If you then request a copy of the reviewed paper there will be an additional cost:

AQA - £11.75 **Pearson** - £12.20 **OCR** - £11.75

ACCESS TO SCRIPTS

Copy of script to support review of marking

Deadline: 30th August 2018

Copy of Script charges (per paper or unit):

AQA - £14.35 **Pearson** - FREE **OCR** - £11.75

In all cases a **Request & Consent Form signed by the candidate** AND **full payment** by cheque payable to Academy Transformation Trust must be received before any request can be processed. No cash, please!