



POST RESULTS SERVICES FOLLOWING PUBLIC EXAMINATIONS

November 2018

The Examination Boards offer a Post Results Service which allows access to photocopies of exam scripts, the return of original scripts, clerical checks and review of marking. All services must be administered through the Examinations Office at RGS Worcester. Please ensure all postal enquiries are labelled Examinations Office in the first instance.

If on receiving examination results on 17 January your son/daughter is particularly unhappy with the Grade or Mark and that it does not reflect how they believe they have performed then it may be worth pursuing a result enquiry. **The candidate ought to be aware that an enquiry may result in subject grades being confirmed, lowered or raised.** It is important to remember that unless the total marks indicate that the next grade up was only narrowly missed it may not be advisable to proceed with an enquiry. This should be discussed with the relevant Head of Department and the Examinations Team before proceeding with the enquiry.

The vast majority of enquiries carry fees which are payable by the parents unless, on completion, an enquiry results in a change in the overall Grade. A consent form must be completed and returned to the Examinations Officer before any enquiry will be initiated. Payment can either be in the form a cheque (submitted with the enquiry paperwork) or by debit card to the Bursary.

Appeals

There is an appeal process but it is only possible to appeal against an Examination Board's failure to comply with due process. It is not possible to appeal against the marks awarded by a board. All appeals must be made through the school and should be discussed with the Deputy Head.

Re-sitting Examinations

Pupils who have left RGS Worcester may be permitted to return to re-sit one or more subjects at a subsequent examination session. A fee will be charged for the provision of this service that will cover the entry fee, invigilation and administration costs.

The Examination Officer (hss@rgsw.org.uk) needs to be informed by 10 February of any intended Summer GCSE English resit.

Please note, after return of a script, students may ask a member of staff in that subject to go through their accessed script with them. However, teachers will only be able to give their interpretation of the mark scheme and so are unable to give an absolute confident view as to whether the mark allocated by the Board is correct. This is because teachers have not been to specific examiners' meetings and are thus not able to judge exactly what is acceptable in any given year.

Post Results Services – Availability, Deadlines and Fees

Access to English Language Scripts (ATS)

- a) **Scripts are available to download free of charge with OCR once pupil permission is given.**

Enquiries about Results (EAR)

- a) **Service 1 – clerical check (EAR1)**

Available to all candidates: This service is used to check that the marks on the script have been correctly totalled and correctly recorded.

Deadline 14 February

Cost GCSE £16

- b) **Service 2 – mark review (EAR2)**

Available to all candidates: The candidate's written scripts are reviewed by a Senior Examiner in addition to a clerical check. It is possible to request the return of photocopies of scripts which have been reviewed in conjunction with this service.(ATS/PR)

Deadline 14 February

Cost GCSE £46

CANDIDATE CONSENT FORM

ENQUIRIES AND APPEALS ABOUT RESULTS AND ACCESS TO SCRIPTS

Information for candidates

In order to proceed with an enquiry or to obtain a script or decline a grade, you must complete and sign the form below. This tells the Head of your Centre that you have understood what the outcome might be, and that you give your consent to the enquiry being made.

The following information explains what may happen following an appeal or enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes. Please be aware that marks can go down as well as up.

- **Your original mark is confirmed as correct, and there is no change to your grade**
- **Your original mark is lowered so that your final grade may be lower than the original grade you received**
- **Your original mark is raised so that your final grade may be higher than the original grade you received**

Candidate Name: **Candidate Number:**

No	Details of exam module for which service is required.		HOD Approval	Details of post-result service required		Cost of post-result service	Method of payment	
	Paper Code	Subject Description	Yes/No Initialled	Code	Description		Chq. Enc.	Debit Card *
1								
2								
3								
4								
					Total Cost			

*Once payment has been made to the Bursary we can proceed with your enquiry

I give my consent to the Examinations Officer to **make an enquiry about / obtain scripts for** (please delete as appropriate) the examination(s) listed above. In giving consent to a review of marking enquiry I understand that the final subject grade awarded to me will either be lower than, higher than or the same as the grade which was originally awarded for this subject.

I enclose a cheque/ have paid by Debit Card to the Bursary the cost of the enquiry and understand that if, in the case of a review of marking and the **award grade goes up the exam board fee will be refunded.**

I also understand that I may appeal against an exam board on the grounds of process only.

Signed (parent): Date

For office use only: Received by Date