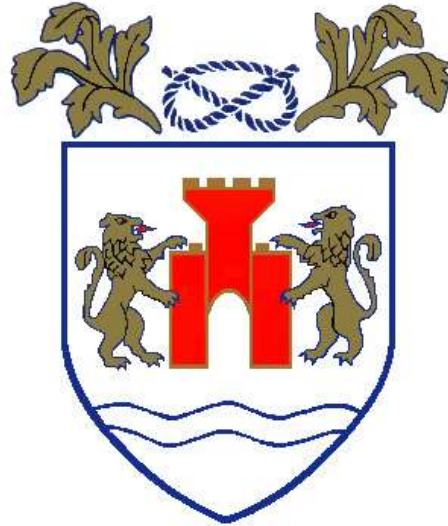


# **Wolstanton High School**

**A Shaw Education Trust Academy**



## **Post Results Policy 2017/18**

**Agreed by Academy Council: Autumn 2017**

**Reviewed by Academy Council: Annually**

**Next Review by Academy Council: Autumn 2018**

### **Grounds for Grade reconsideration**

If the school is concerned about a candidate's result we can request a clerical check and/or marking review of the script (candidate's exam answer paper).

The check/review can lead to a change of grade either up or down.

If the grade changes, then the Awarding Body will issue a new certificate to the candidate and no charge is made.

If the original grade remains unchanged, then the school will be charged for this service.

### **Clerical check**

If the school submits a request for a clerical check of a candidate's exam script, Exam Board staff will check that:

- all parts of the script have been marked
- the marks given for each answer on the script have been totalled-up correctly
- the correct total/result was entered into the system for that script (the system evaluates all the results received in the different parts of the Course, in order to calculate the final grade.)

Subjects that have been e-marked are not eligible for this as they will have been automatically checked prior to the result being issued. Where a subject also has elements of traditional marking these elements are eligible for a clerical check.

### **Marking review**

If the school submits a request for a marking review of a candidate's exam script, this will include:

- a clerical check (same as above)
- a Senior Examiner reviewing the marks that the candidate was given for each question/component/item in the exam paper, to check whether the original marking was in line with the national standard

### **Criteria for Post-results clerical check or marking review**

The school will submit a request if it holds clear and compelling evidence that there is a reasonable possibility that an error may have occurred with the marking or totalling of marks in a candidate's script.

That is, the candidate's final grade is markedly at odds with the totality of assessment evidence gathered during the year and out of line with the performance of other candidates with similar profiles.

In particular, a clerical check and/or marking review will not be requested where:

- the candidate's final award is in line with the estimate previously submitted to the Exam Board
- the final award is within the same grade as that predicted by the assessment evidence held at school
- the candidate's performance has shown inconsistencies during the year such that the final award falls within the range of performance evidenced
- the candidate's original evidence is found to be overly optimistic in the light of the actual performance of the cohort in the Course assessment

The school will submit requests only on the basis of assessment evidence. It cannot do so on compassionate grounds, or, for example, because entry to further education is conditional on a particular award.

### **Appeals**

If a candidate is dissatisfied with the decision taken by the school, then they can appeal. Such appeals must be submitted in writing at least seven days before the end of the Exam Board's submission window. The appeal will be considered by the Headteacher or their nominee. Appeals will be considered on the basis of the criteria set out above and will be final.

### **Cohort review**

If the school is concerned by the marking for a significant proportion of a class for one subject/level, it will request a marking review for a sample of the candidates' exam scripts.

### **Submission of requests**

Only the school can submit a request to the Exam Board. Parents and candidates cannot submit requests. All requests will be submitted during the submission window.

*A submission will only be made by the school if the candidate is in full agreement and signs an agreement form as results can go up as well as down.*

## **Charges**

All charges will be paid by the school for any clerical checks or marking reviews.

If candidates/parents/carers wish to have a paper checked or reviewed and the school has not agreed to pay for the charges, **please make it clear to the school, in writing, that you agree to pay all charges.** This request must be made at least 7 days before the Exam Boards submission window. Dates are available on the Exam Board's website or by contacting the school.