



# West Kirby Grammar School

## Enquiries about Results

After the release of examination results, a candidate has the right to apply to the awarding body, through the Centre, for a review of their result if they consider the grade to be too low. Clear information regarding deadlines, fees and application process are printed on the reverse of students 'Statement of Results'.

Students are advised to discuss concerns regarding results with subject staff, senior staff or examinations manager on results day if possible.

**Students may wish to consider the following Post Results Services:-**

### **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result and will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

(This service is not usually recommended to GCE students and instead a request for a 'Priority' copy of the script is usually advised by WKGS staff)

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.

Candidates should be aware that this process may result in a **lowered**, confirmed or raised grade.

### **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 candidate's script.**

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently.

**Reviewers will not re-mark the script.**

**The service is available for externally assessed components of both unitised and linear specifications.**

Candidates should be aware that this process may result in a **lowered**, confirmed or raised grade

### **Priority Service 2 (Review of marking)**

This is a priority 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 candidate's script.**

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently.

**Reviewers will not re-mark the script.**

The service is available for externally assessed components of both unitised and linear GCE specifications.

**It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.**

Any applications not meeting this criteria will be treated as normal Service 2 requests.

Application forms **MUST** be submitted within 7 days after the publication of GCE results.

The deadline for completion is within 15 calendar days of the awarding body receiving the request.

Candidates should be aware that this process may result in a **lowered**, confirmed or raised grade

***Where there has been a reduction in marks or a downgrade, the request cannot be revoked and the original mark or grade cannot be reinstated.***

At West Kirby Grammar School, in most cases we would expect to support your decision regarding Service 2 (EAR). Where the facility to view the script on-line is available (Edexcel only), the Examinations Manager will print copy together with the mark scheme to aid students, parents and staff to decide on the way forward. Additionally, it is possible to request 'Priority' copy scripts from all other Exam Boards before submitting 'Non-Priority' EAR. If, however, the Centre does not consider a review appropriate, the candidate will be informed of this decision within 3 working days.



# West Kirby Grammar School

## Enquiries about Results

If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- The candidate should appeal against the decision within two days;
- The Centre will then arrange a meeting within three days with the candidate and their parent / carer, the subject teacher concerned, the examinations manager and the Head of Centre or her representative from the senior staff;
- The candidate and their parent / carer will be able to present their reasons for asking for the review at this meeting;
- The Head of Centre or her representative will make a final decision on whether the appeal should go ahead, and will inform the candidate and their parent / carer verbally, then in writing, of the decision;
- If the final decision is to proceed with the request for a review and an application form and fees have been submitted to the Exams Office, the Examinations Manager will carry this out to meet the appropriate deadline.

### A statement about the Centre's appeals process relating to enquiries about results

#### Appeals

The appeals process is available to centres who remain dissatisfied after receiving the outcome of an enquiry about results.

Appeals can only be submitted after the outcome of an enquiry about results has been reported to the centre.

An appeal against a moderation decision cannot be made on behalf of an individual candidate.

Only the Head of Centre can submit a written appeal with clear grounds for appeal to the relevant awarding body.

With the Headteacher's agreement, we can appeal against:

#### **Stage 1: Preliminary stage £100+**

Our appeal must focus on whether the Exam Board has:

- a) Used procedures that were consistent with regulatory requirements
- b) Applied its procedures properly and fairly in arriving at judgements
- c) Properly applied the mark scheme

Exam Boards will use regulatory documentation to evaluate our grounds for appeal and will confirm if the appeal (based on our application) will go ahead. This may take up to 5 weeks complete.

#### **Stage 2: Appeal hearing £180+**

Within two weeks of the outcome, if students & parents are still not happy following the stage 1 appeal, with the Headteacher's agreement, we can request an appeal hearing. Again, the application will be submitted in writing by the Headteacher explaining the grounds upon which we are continuing the appeal.

If students and parents are still not happy following the outcome of stage 2 appeal hearing, a further appeal to the Examinations Procedure Service can be made.