



# THE KING'S SCHOOL GRANTHAM

## Post Results Enquiries 2019/20

### Purpose of the policy

The purpose of this policy is to confirm that The King's School fulfils its obligation in respect of identifying the need for requesting and implementing Post Results Enquiries for External Examinations

### Responsibilities

The Head of Centre is responsible for the overall control and management of all Post Enquiries about Results. Departments are to seek his authority prior to submitting a request to re-dress moderation results.

The Exams Officer will process all Department and individual enquiries and is to keep a record of applications made.

Students are in the first instance to discuss with their Subject Teacher the viability of making an application. Before recommending such action the following is to be taken into consideration:

No ROR will be submitted about results achieved by the centre's candidates in external examinations unless one or more of the following criteria is met:

- The result is significantly and/or unexpectedly out of line with a candidate's other results, their track record, their recent application to study, and their perception of performance on the paper concerned.
- The results as a whole in a subject/module are unexpectedly low and the centre feels that it is appropriate to question the results and/or is seeking further guidance on precisely what went wrong in order to advise further candidates.
- There are other extenuating circumstances which justify an enquiry, for example, the loss of a university place despite confident centre predictions of success. Senior staff will be on hand when results come out in August to give advice. Candidates are reminded that extenuating circumstances such as illness, family bereavement, etc. which may have affected performance in an examination should have been notified to the Examinations Officer at the time of the examination itself; awarding bodies may not consider such evidence in September.

### Procedure

Candidates are informed of the ROR and ATS procedure prior to the start of their external examinations. Information and forms are available on the school website and from the exams office.

If candidates in the sixth form believe that one or more of the above criteria has been met, they should discuss the case with the Head of Key Stage 5 and if possible the Subject Leader concerned. Candidates may make an application to have the paper/s reviewed but the cost for the service will be borne by the candidate themselves. This fee will be refunded if the review is successful and the overall grade has been increased by one grade. In exceptional circumstances the Head of Centre may recommend a review and the school will then pay the necessary fees.

For Summer A-Level results, there is an accelerated appeals procedure which should be used when a university place is at stake; appeals under this service must be submitted within one week of the publication of results. Results of the accelerated procedure are normally known within three weeks.

All other enquiries about results made under the standard process, can take much longer to be processed. Costs for this service are normally borne by candidates or their parents/carers. The Headmaster's decision on submission of an enquiry is final. Candidates wishing to request an enquiry about results must complete and sign the appropriate request and consent forms and return them to the Examinations Officer with payment or a copy of their Parent Pay slip.

GCSE candidates should discuss the case with their Subject Leader in the subject concerned during the first few days of the autumn term before submitting any such requests.

## Applications

All applications are to be made direct to the EO along with a copy of the Parent Pay slip or a cheque made payable to "The King's School" cash will only be accepted in exceptional circumstances. These applications are to be made on the form given below which can also be found on the school's website.

## Results

Once the EO is in receipt of the ROR result/results, he will record the result and then forward them to the applicant via email or internal post. A copy of the result will also be sent to the Subject Leader for their information and intervention as seen fit. If the overall grade has changed a refund will be requested via the finance office. No other refunds will be given.

Applicants are reminded that results can go down as well as up.

## Post-results services: enquiry, consent and payment form

### Review of Results (ROR) & Access to scripts (ATS)

To request a Review of results (ROR) and/or Access to scripts (ATS) please complete the required information in the white boxes and sign and date the form to confirm consent/permission. The services available for the **Summer 2020** exam series are numbered 1-6 below. This number should be used to indicate the service(s) requested.

#### Deadlines for return:

Service 3, 3a, 5 for GCE by (tbc when dates released)

Service 3, 3a, 5 for GCSE by (tbc when dates released)

Service 1,1a, 2, 2a, 4 by (tbc when dates released)

Service 6, 7 by (tbc when dates released)

Candidate number		Email Address				
Candidate name						
Awarding body & Qualification		Exam code	Exam title		Service No.	Fee
						£
						£
						£
						£

#### ROR Candidate consent statement and signature

I give my consent to the head of my examination centre to request a Review of results of the examination(s) listed above. In giving consent, I understand that the final subject grade awarded to me following a Review of results and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

By signing here I confirm my consent above:

..... Date: .....

#### ATS Candidate consent statement and signature

I consent to my scripts being accessed by my centre.

#### Tick ONE of the permission statements

- If any of my scripts are used in the classroom I do not wish anyone to know it is mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

By signing here I confirm my consent/permission above:

..... Date: .....

**Payment:** Payment can be made via Parent Pay, cheque and in exceptional cases in cash. Cheques are to be made payable to "The King's School". If paying via Parent Pay you should ensure that a copy of your receipt is attached to this form when handing it in.

**Services:** A list of services and their respective service numbers can be found on the reverse side of this form. See additional sheet for fees.

**Submission of Forms:** This form along with supporting receipts or fees must be handed to Mrs Topham who can be located in room 52 Exams Office.

#### For exams office use only

Total payment received	£	Service applied for	/ /2020	Outcome received	/ /2020	Candidate notified	/ /20	Enquiry complete	/ /2020
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## Post-results services: enquiry, consent and payment form

### Review of Results (ROR) & Access to scripts (ATS)

The post-results services available for the **Summer 2020** exam series are numbered 1-7 below.

This number should be used to indicate the service(s) requested.

No.	JCQ post-results service (PRS)	Details of the service
1	ROR Service 1: Clerical re-check	<i>This is a re-check of all clerical procedures leading to the issue of a result...This service will include the following checks:</i>
1a	ROR Service 1 with an ATS copy of re-checked script	<ul style="list-style-type: none"> <li>• that all parts of the script have been marked;</li> <li>• the totalling of marks;</li> <li>• the recording of marks.</li> </ul> <p style="text-align: right;">[PRS 4.3.1]</p>
2	ROR Service 2: Review of marking	<i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. <b>It is not a re-marking of the candidate's script...</b>This service will include:</i>
2a	ROR Service 2 with an ATS copy of reviewed script	<ul style="list-style-type: none"> <li>• the clerical re-checks detailed in Service 1;</li> <li>• a review of marking as described above.</li> </ul> <p style="text-align: right;">[PRS 4.3.2]</p>
3	ROR Priority Service 2: Review of marking	<i>This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. <b>It is not a re-marking of the candidate's script...</b>It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. [PRS 4.3.3] <b>This service is also available for Pearson GCSE</b></i>
3a	ROR Priority Service 2 with an ATS copy of reviewed script	
4	ROR Service 3: Review of moderation (This service is not available to individual candidates)	<i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. <b>It is not a re-moderation of candidates' work.</b></i> [PRS 4.3.4]
5	ATS: Copy of script to support a review of marking	This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
6	ATS: Copy of script to support teaching and learning	This is a non-priority service enabling centres to request copies of scripts to support teaching and learning
7	ATS: Electronic (Edexcel exams only and not available to all subjects)	This is a new service that allows electronic access to a scanned copy of the script.