



# Summer 2022 Results and Appeals procedure

## Prepared By

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## Procedure for clerical check, a review of marking, a review of moderation or an appeal and Access to Scripts

This procedure confirms Grey Court Schools' compliance with JCQ's General Regulations for Approved Centres 2021-2022 that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal."

Following the issue of results, awarding bodies make post-results services available.

Students are informed of the post results fees, deadlines and how to proceed with this request on results day. The Examinations Officer supplies students with a copy of the post results application via email in advance of results day and when results are emailed to students.

If the centre or a candidate has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) and payment is required in all cases, via SCOPAY, before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result, candidates are first advised to speak to their subject Head of Faculty/Department with regards to requesting a review of marking. The Head of Faculty/Department will provide guidance on the appeals process and the feasibility of requesting an enquiry supported by the centre. However the final decision is to be made by the candidate and a consent form and written request must be received via the online Google Forms before the relevant deadlines.

The school will proceed with the candidates EAR request once the consent form and full payment has been received. See Appendix for full details on how to appeal.

### Student results

On a student's statement of results (results slips) and certificates, final grades will be reported. Results will be issued on results day(s) in August as follows:

Qualification type	Date and Venue	Times
GCE (AS, A-Levels and Level 3 qualifications)	18/08/2022 Sports Hall	9:00am – 11:00am (Results will be emailed to your Grey Court email address later in the day)
GCSE and Level 1/2 qualifications	25/08/2022 Sports Hall	9:00am – 11:00am (Results will be emailed to your Grey Court email address later in the day)

## Arrangements for results day(s)

**GCE and Level 3 students:** You are invited to collect your results in person on **18/08/2022** between **9am and 11am**. Collection will be from the Sports Hall. Your results envelopes will be in alphabetical order according to your surname, please provide your details and sign for your results and then exit the sports hall using the doors leading onto the playground. Many of the Grey Court staff including Bernie Corrighan, our Careers Advisor; Ms McNicol our Higher Education officer, Sixth form teachers and our Senior Leadership Team will be on hand to provide tailored advice, guidance and reassurance.

**GCSE and Level 2 students:** You are invited to collect your results in person on **25/08/2022** between **9am and 11am**. Collection will be from the Sports Hall. Your results envelopes will be in alphabetical order according to your surname, please provide your details and sign for your results and then exit the sports hall using the doors leading onto the playground. Many of the Grey Court staff including Bernie Corrighan, our Careers Advisor; Heads of Department and our Senior Leadership Team will be on hand to provide tailored advice, guidance and reassurance.

### Emailed Results

Therefore it is essential that you check that you can access your email account before the end of term and note your username and password so you are able to access it on results day. Should you have any issues with your Grey Court email account, please contact our IT department on [helpdesk@greycourt.org.uk](mailto:helpdesk@greycourt.org.uk) **before the end of term**. It is advisable that you forward your results to your private email address and print it off for safekeeping.

## Appendix

### Appeals of results:

*It is important to note that the outcome of any appeal could result in your grade going down or up or staying the same and that the appealed grade will stand and not the higher grade. For example, should you appeal and the outcome is a lower grade, that lower grade will be your final grade, not your initial grade before appealing. Once a finding has been made you cannot withdraw your request for a review. If your grade has been lowered you will not be able to revert back to the original grade you received on results day. Students must provide written and recorded consent, this is because your grade could go down, up or remain the same at any stage in the centre review and/or appeals process.*

The deadlines must be strictly adhered to and **no late forms will be accepted.**

### GCE (A-Level) Appeals

There are two forms available, hyperlinked below. The Priority form must only be used for GCE priority cases and must be used only if your University place depends on this outcome. Your UCAS Personal ID will be required to complete this form. The second form is for appeals and remarks but not for priority cases. All appeals will go directly to the Exam boards and they will decide on the outcome.

### GCE (A-Level) Priority Service 2 - Review of Marking

[Click here to complete the form to make an appeal](#)

**Deadline for request : 11am 25th August 2022**

**Fee: £58 - pay via SCOPAY**

This is a **priority** post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. This service is only available to A-Level students and where a University place is dependent on the outcome. The Examination Boards charge per paper, if there is more than one paper that you want remarked you will be charged for each paper. Each paper should be entered separately into this form. If you want 2 papers from 1 subject you will need to enter them both into separate "Subjects to be reviewed" adding the individual unit code each time.

This service will include:

- clerical re-checks including the totalling of marks, the recording of marks and that all parts of the script have marked
- a review of marking.

## GCE (A-Level) non-priority Post Results Services

[Click here to complete the form to make an appeal](#)

**Deadline for requests : 11am 26th September 2022**

**Fee £50 - pay via SCOPAY**

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. The Examination Boards charge per paper, if there is more than one paper that you want remarked you will be charged for each paper. Each paper should be entered separately into this form. If you want 2 papers from 1 subject you will need to enter them both into separate "Subjects to be reviewed" adding the individual unit code each time.

This service will include:

- clerical re-checks
- review of marking as described above.

### Return of Scripts

In addition to the review of marking, you can request your scripts (exam papers) to be returned to you, there are two options for returning scripts:

### GCE (A-Level) Copies of scripts

#### Option 1

[Click here to request scripts](#)

**Deadline for requests : 1st September 2022**

**Fee £10 - pay via SCOPAY**

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 to meet the external deadline.

#### Option 2

[Click here to request scripts](#)

**Deadline for requests : 26th September 2022**

**Fee £10 - pay via SCOPAY**

This is a non-priority service and allows you to request the marked scripts (papers). A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. You can request the marked scripts back if you so wish, please note, if you request the marked scripts you can not make an appeal of marking.

*\*Please note, you must specify which paper you require an application to be made for. The fee displayed is per unit/paper*

## GCSE Appeals

[Click here to complete the form to make an appeal](#)

**Deadline for requests : 11am 26th September 2022**

**Fee £45 - pay via SCOPAY**

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. The Examination Boards charge per paper, if there is more than one paper that you want remarked you will be charged for each paper. Each paper should be entered separately into this form. If you want 2 papers from 1 subject you will need to enter them both into separate "Subjects to be reviewed" adding the individual unit code each time. All appeals will go directly to the Exam boards and they will decide on the outcome.

This service will include:

- clerical re-checks
- review of marking as described above.

## Return of Scripts

[Click here to request scripts](#)

### Option 1

**Deadline for requests : 8th September 2022**

**Fee £12 - pay via SCOPAY**

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 to meet the external deadline.

### Option 2

[Click here to request scripts](#)

**Deadline for requests : 26th September 2022**

**Fee £12 - pay via SCOPAY**

This is a non-priority service and allows you to request the marked scripts (papers). A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. You can request the marked scripts back if you so wish, please note, if you request the marked scripts you can not make an appeal of marking.

*\*Please note, you must specify which paper you require an application to be made for. The fee displayed is per unit/paper*

## Special Considerations / Mitigating circumstances

In April parents/carers were invited to write to the school informing us of any mitigating circumstances for our students. The school reviewed each request individually and applied for special consideration from the relevant exam boards according to JCQ's (Joint Council for Qualification) Special Considerations guidance.

## Access Arrangements / reasonable adjustments

Students were provided with confirmation of access arrangements or reasonable adjustments in writing which they signed. Parents were sent a copy of this letter including an updated IEP (Individual Education Plan). The relevant students were given access to their respective arrangements for each exam. All students received training on how to use their access arrangements effectively.