

## ***Post Results Services.***

Attached are documents that help in understanding Post Results Services.

Service 1 is a clerical check, and is to be used if you think that the marks have been calculated incorrectly.

Service 2 Review of Marking is the most common request, designed to ensure that the mark scheme has been applied correctly.

Fees will be payable by candidates or their parents / carers.

Otherwise, Access to Scripts is a free service: as long as the candidate adds their signature to the 'sign-in' sheet when collecting their results envelope from the Dining Hall desk, the School can access their scripts and get them sent to the student/candidate. If candidates don't come in to collect, they will have to make the request by email, stating which exam scripts they'd like to access. These will be emailed out as PDF files. Again, it is VERY important to let us know of the best email address to send documents to.

The one unusual detail is this: IF a Review of Results Service 2 review of marking is made to EDEXCEL, the candidate will NOT then be able to make a FREE Access to Scripts request AFTER that. Edexcel will instead charge £15 per component paper. See the FEES section below. It is therefore always best to make a request for Access to Scripts beforehand.

## ***Review of Results (Appeals) explained in brief:***

### **Appeals**

If you believe that there has been an error with any of the grades, you will need to follow the JCQ Appeal procedure. In order to process the necessary appeal, students will need to complete the requests for appeals document:

Post-results services: request, consent and payment form by Saturday 20th September.

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think we have made an administrative error: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a procedural error: this means we haven't properly followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments but this wasn't given in a certain subject.
- You think the academic judgement on the selection of evidence was unreasonable: you think the evidence used to grade you was not reasonable.
- You think the academic judgement on the grade you were given was unreasonable.

'Unreasonable' is a technical term in this context and means that no educational professional acting reasonably could have selected the same evidence or come up with the same grade.

Should you consider applying for an appeal, please note that appeals are not a guarantee of a change of GCSE grades and can result in grades going down on closer inspection of the examination evidence.

## **FEES –**

### AQA

Clerical re-check £9.40 per paper component

Review of Marking £43.50 per paper

### OCR

Clerical re-check £11.50 per paper component

Review of Marking £65.25 per paper component

### Edexcel/Pearson

Clerical re-check £14 per paper component

Review of Marking £50 per paper component

### WJEC

Clerical re-check £11 per paper component

Review of Marking £43 per paper component

If you decide to make an appeals request, students must complete the paperwork (RoR and Consent Sheet) in full before informing me (the Exams Officer) directly via the email: [results@madani.leicester.sch.uk](mailto:results@madani.leicester.sch.uk)

I will check that students have at least glanced at the 'JCQ Post Results Services' document and the JCQ Infographic before appealing. If you decide to go ahead with your appeal, all communication will be via email so please make sure that a regular email inbox and spam check is taking place.

Payments for Reviews of Results and Appeals will be by MCAS. You won't be able to make an RoR Appeal without payment in advance.

Any requests received after Friday 20th September cannot be processed.

## IMPORTANT DOCUMENTS

Three documents were attached to emails to both students and parents. They are very important. The consent sheet can be sent via email once results are issued.

1. JCQ Post Results Service Document – gives you a general overview of all service.
2. JCQ infographic – gives you an overview of your choices in picture form
3. Review of Results and Consent Sheet –

When considering whether to make a Review of Marking (Service 2) request with any of the exam awarding bodies, please kindly note that all fees are on a 'per paper/ component basis'.

For example, if you want to request a Review of Marking for AQA maths, the total qualification fee is £130.50 (£43.50 per paper)

Similarly, the fee for Edexcel Pearson English Language, if you wish to request a Review of Marking for both papers, is £100 and not just £50

Access to Scripts is a service that is FREE OF CHARGE for all awarding bodies, but there IS A DEADLINE of 5th SEPTEMBER for candidates requiring 'Priority' copies of scripts.

Please always complete the request document in full: you can use as many copies as you need to in order to make things clear. Please also read the information on providing evidence of payment, so that we can provide you with the correct receipts.

Payment details for any Review of Results must be completed by 20th September at the latest.

If a student cannot attend School between 8.30 and 10am, arrangements can be made to email them their results sometime on Thursday. There is no expectation to wear uniform on Results Day!