



**ST. CATHERINE'S**  
— **COLLEGE** —  
A CHURCH OF ENGLAND ACADEMY

**POST RESULTS SERVICES  
SUMMER 2023**

## Reviews of Marking/Access to Scripts

In very rare cases, parents/carers or students may query the results received. In this situation there is an external 'Post Result Service' which we have outlined below to help you understand the possible steps you can take.

Very occasionally teachers may wish to query a result, with the permission of the parent/carer and student. In these situations, the College will bear the cost of the review. Unfortunately, in all other situations the review service will be chargeable to the parent/carer and student in advance. The cost of the review is only refunded if the final qualification **grade** is changed, and not if just the mark is changed.

All Reviews of Marking (ROMs) must be discussed with the relevant head of department, subject teacher and/or exams officer before requests are submitted, as they will be able to advise you on the viability of using this service.

The fees of the different exam boards vary for each service/request. Please be aware that fees are chargeable for each subject paper. It is rarely necessary to select all papers for the subject you wish to have reviewed.

You can select multiple subject papers for the same service. If you wish to choose multiple services, please submit a new form for each service.

This information is shown in the table on the back page of the ***Post Result Services and Fees*** document.

If you wish to use the post results services, please complete the [Post Results Service Form](#) in the results email you will receive on 25 August. The application form needs to be signed by both candidate and parent/carer before we can proceed with reviews of marking.

Please note the following internal deadlines which allow us to process the applications before the exam boards' external deadlines:

- ***Tuesday 5 September - priority access to scripts.***
- ***Tuesday 26 September for reviews of marking.***

### **Access to Scripts (ATS):**

A 'script' refers to the written work of a candidate, exam answer paper.

This service allows you to request copies of the candidates' marked scripts. They will have no examiner annotations but will have the marks awarded.

#### ***Priority copy of marked scripts (ATS):***

This is a priority service that ensures copies of scripts are returned to the centre in sufficient time to allow decisions to be made whether a (non-priority) review of marking or clerical re-check should be applied for to meet the external deadline.

Schools and colleges will receive the papers within a week of the request.

#### ***Access to original marked scripts (ATSO):***

School staff can request 'access to scripts' for an original marked exam paper to use for teaching and learning of future exam cohorts. Consent will be required from candidates and they will be informed before the request is made. If an access to scripts original request is made, you cannot then submit a request for a review of marking. This is a non-priority service and cannot be requested until after *7<sup>th</sup> September 2023*. Please do not request this service if you want to submit a review or priority review of marking, a clerical re-check or an appeal. The exam boards aim to have the papers sent out within six weeks of the request.

## Review of Marking categories are as follows:

### **SERVICE 1 CLERICAL CHECK**

This service includes the following checks:

- That all parts of the script have been marked.
- The totalling of marks.
- The recording of marks.
- The application of any adjustments.
- The application of grade thresholds.
- The application of any special consideration, where applicable.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The target for completion is within 10 calendar days of exam board receiving request.

### **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. This service will include:

- the clerical re-checks detailed in Service 1.
- a review of marking; (Reviewers will not remark the script. They will only act to correct any errors identified.)

A marking error can occur because of:

- An administrative error
- A failure to apply the mark scheme where a task has only a “right” or “wrong” answer
- An unreasonable exercise of academic judgment

The deadline for completion is within 20 calendar days of the awarding body receiving the request.

### **SERVICE 3 (Review of Moderation)**

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably, and consistently applied. It is not a re-moderation of candidates’ work.

***This service is not available to individual candidates.*** If a centre’s internally assessed marks (for coursework or nonexamination assessment) have been accepted without change by the awarding body, this service will not be available.

### **APPEALS:**

Appeals for candidates must be submitted by the head of centre.

A head of centre can appeal against the outcome of a clerical re-check, a review of marking or a review of moderation. When providing their consent to a clerical re-check or review of marking, a candidate also confirms that they understand that the outcome of any subsequent appeal might be that their final subject grade and/or mark may be lower than, higher than, or stay the same as the result which was originally awarded.

It is important that you are aware that marks could go down as well as up and you could end up with a lower mark or grade. Marks and grades can also remain the same.

### Post Results Services and Fees

	Deadlines: Decisions for Review of Marking (priority copy) 05.09.2023 Issued by 14.09.2023 For Teaching Purposes 26.09.2023 Issued by 03.11.2023	Deadline 26.09.2023 Outcome issued within around 10 days of application		Deadline 26.09.2023 Outcome issued within around 20 days of application		Appeals	
		Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)	Preliminary Hearing	Appeals Hearing
AQA	£0.00	£8.70	£8.70	£40.35	£40.35	£120.05	£205.80
Edexcel (Pearson)	£0.00	£11.90	£11.90	£42.40	£42.40	£120.00	£150.00
OCR	£10.00	£10.00	£24.75	£57.50	£72.25	£175.50	£250.75
WJEC	£0.00	£11.00	£22.00	£40.00	£46.00	£120.00	£200.00
		Return of Original Script - At Time Of / Post Results (ATSO)					
		Access to Scripts (ATS)					