



Chosen Hill School

Review of Results and Appeals Procedure (Exams) 2021/22

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Winston Witham	
Date of next review	June 22/23

Key staff involved in the complaints and appeals procedure

Role	Name(s)
Head of centre	Matthew Pauling
Exams officer	Elizabeth Chirgwin
Senior leader(s)	Winston Witham
Director of Sixth Form	Jane Henry

Purpose of the procedure

This procedure confirms Chosen Hill School's compliance with the Joint Council for JCO's **General Regulations for Approved Centres** (section 5.8) that the centre will draw to the attention of candidates and their parents/carers their appeals procedure regarding a student's final grades.

Stage 1: Requesting access to exam papers and/or requesting a review of marking

If a candidate is unhappy with their final grade for a subject/s, they can ask the school to request the following services from the awarding body:

- Access to Script/Priority Access to Script - to email a copy of the relevant exam paper/s in order for the candidate to check marking
- Clerical Check - to carry out a clerical check of the relevant paper/s
- Review of Marking/Priority Review of Marking - to carry out a review of the marking of the relevant paper/s

The table below describes what each service entails:

Post-results service	Details of the service
Priority Access to Scripts	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
Clerical Check	This is a re-check of all clerical procedures leading to the issue of a result... This service will include the following checks: <ul style="list-style-type: none"> • that all parts of the script have been marked • the totalling of marks • the recording of marks
Review of Marking	This is a post-results review of the original marking to ensure that the agreed 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 will include: <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1 • a review of marking as described above
Priority Review of Marking	The review of marking is conducted as a priority by the awarding body. This service is only available for GCE A-level qualifications for most awarding bodies
Copy of reviewed script	This is a copy of the script following a review of marking.

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
Access to script to support teaching and learning	This is a non-priority service to request copies of scripts to support teaching and learning

The school decides whether to support a candidate's request for a clerical re-check, a review of marking, a review of moderation or an appeal. Awarding bodies charge fees for most of their services. If the school does not support a candidate's request, the candidate can still ask for it to be submitted but would need to pay for the service and these fees must be paid for by the candidate before a request can be submitted to the awarding body.

In order to request a service, candidates must complete the Review of Marking and Access to Scripts Request Form for the relevant qualification and return this, together with payment, to the school by the deadlines indicated on the form.

Only candidates can authorise a request for a service as they must sign that they are aware their final grade may go up, stay the same or may even go down.

Requested exam papers and outcomes of reviews of marking will be emailed to the candidate.

Stage 2: Appealing the outcome of examination results

A candidate (or their parent/carer) may appeal the outcome of their examination results on the grounds below:

If the candidate (or their parent/carer) considers that either:

- a marking or moderation (or a review of marking/moderation) error has occurred; or
- the awarding body did not apply its procedures consistently, properly or fairly.

Appeals Procedure

If the candidate (or their parent/carer) believes there are clear grounds, an appeal can be submitted.

- Any appeal must be submitted to the school in writing by completing an **Appeals Form - Exams**
- Forms received will be logged by the centre and acknowledged within 2 working days
- The appeal will be referred to the Head Teacher for consideration. The Head Teacher will decide to pass the appeal onto the awarding body.
- The Exams Officer will inform the appellant of whether the school is submitting the appeal to the awarding body
- If the appeal is submitted, the Exams Officer will inform the appellant the outcome in due course.

The JCQ Appeals Procedure is found in the **JCQ Appeals Booklet, effective from June 2022 paragraphs 7-25.**