



Post-Results Services Procedure

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	2 October 2024
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2025

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Examinations Manager	Tania Taylor

This procedure is reviewed and updated annually to ensure that candidates, parents and staff of The Roundhill Academy are aware of the procedure. This procedure is managed in accordance with current requirements and regulations following the JCQ document [Post Results Services](#)

In the Joint Council of Qualifications *General Regulations for Approved Centres* the awarding bodies require centres offering their examinations to have a published procedure relating to post-results services.

In accordance with the procedures laid down by the awarding bodies The Roundhill Academy provides staff and students with the facility to request particular services following the publishing of results and within the published deadlines.

Such requests must be made through the school; individuals will not be able to request this service directly from the awarding bodies.

The school is charged for these services and so the costs are passed on to the student or Department requesting them. The costs vary across the awarding bodies. A list of fees will be published by the Examinations Office during the summer term and in the Examinations Handbook issued to students. The fees and details will be issued again with results and will be emailed to staff and students.

Written candidate consent must always be given before the Examinations Manager can make any request for Post Results Services – this includes access to scripts.

There are a variety of requests that staff and students can make:

- Clerical check
- Review of results
- Review of results and return of photocopy script
- Return of a photocopy of the script

Clerical check (service 1)

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome should be received in 10 calendar days. The marking of your script will not be reviewed.

Review of marking (service 2)

This is a review of the original marking to ensure that the mark scheme has been applied correctly. The centre recommends that any candidate considering a review of marking, requests a copy of their marked script first

A marking error can occur because of:

- An administration error
- A failure to apply the mark scheme where a task has only a 'right' or 'wrong answer'
- An unreasonable exercise of academic judgement

A trained reviewer will review the paper accurately and consistently. Reviewers will not re-mark the script – only correct errors identified in the original marking.

The outcome will be notified in 20 calendar days.

There are three possible outcomes following a review:

1. The mark and grade can be confirmed
2. The mark and grade can be lowered
3. The mark and grade can be raised

The result of any review will replace the mark and grade originally awarded. As this could result in a mark and grade being lowered, such a request must be considered carefully.

Review of marking and return of photocopy script

When requesting a review it is possible to request a copy of the reviewed script. The copy script will be returned after the review has been carried out and the outcome advised. There could be a delay in receiving the copied script.

Review of moderation (re-moderation - service 3)

A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

This is a review of the original sample of work moderated to ensure that the assessment criteria has been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. Trained reviewers will conduct reviews of moderation accurately and consistently.

Written candidate consent is not required for a review of moderation. Candidates' marks may be lowered but their published subject grades will not be lowered in the series concerned. However, a lowered mark may be carried forward to future certification.

If a centre's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service is not available.

Outcomes will be received up to 35 days after the reviewer has received the original sample of work.

Request the return of a copy of the script (ATS)

Centres may request copies of scripts to support:

- Reviews of marking; and/or
- Teaching and learning

All requests must be made within a short period of time of the publishing of results. Generally it is four weeks from the issue of results for any review service. The dates will be published with personal examination timetables and again on results day.

If you wish to proceed with a request you must speak to the Examinations Office as soon as possible after the release of results, who will advise you and inform you of any deadlines that must be met.

Requests can only be processed by the Examinations Manager once written permission has been granted by the candidate.

Where teachers wish to use a candidate's script for teaching and learning purposes, permission will be sought from the candidate. Candidates who grant their permission for scripts to be used have the right to anonymity of their scripts before use.

The centre will always recommend that candidates use the access to scripts service before applying for a review of marking. Whenever possible teaching staff will review scripts to enable an informed decision to be made by the candidate prior to requesting a review of marking.

Payment for post results services

- Payment can be made through the BEP Finance Office. Details will be provided when a post results service is requested.

Results Day

The Roundhill Academy will ensure that senior members of staff and the careers advisor are available on results day and the following day to support students with decisions regarding post results services, re-sits and careers/progression to the next phase of education.