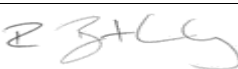




Procedure for review of marking and access to scripts – examinations

Policy agreed by Staff on:	Winter 2024
Ratified by Local Advisory Board on:	Winter 2024
Review Date:	Winter 2025
Agreed Frequency of Review:	Annually
Allocated Group / Person to Review:	LAB can delegate to committee or individual member or HT
Signed by Chair:	
Signed by Headteacher:	



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Post-Results Services & Appeals

This procedure applies to external assessments for all qualifications offered by Bradford AP Academy.

All exam boards have a system of post-results services. This can take the form of a clerical check, a review of marking of an examination script or the review of moderation of coursework. These are the various processes by which students can verify that their examination work has been marked accurately.

Exam boards also have a process for students to obtain copies of their examination scripts, known as access to scripts.

BAPA follows all procedures identified in the latest version of the JCQ publication post-results Services <https://www.jcq.org.uk/exams-office/post-results-services/>

Post-results reviews

Post-results services must be paid for in advance by the student, or, more typically, parents. Information about fees is included when results are issued. The exam boards set a deadline for applications to be received, and the school will set an internal deadline in advance of this to ensure all applications can be processed in time. An application will only be made if the school supports it, but typically the school will support an individual request. The school reserves the right to charge applicants an administrative fee in addition to the fee charged by the exam board.

If a clerical check or review of marking leads to a change of grade, the fee paid will be refunded in full.

Information about requesting post-results services is available on Results Day from the Exams Officer or Head of Centre.

If BAPA decides not to support a request, the student may submit an appeal against this decision to the Head Teacher. Deadline to do so is one week before the final date of receipt of requests by the exam board. The appeal will be considered by a panel consisting of the Extended Leadership Team and Senior Leadership Team who has not been party to the previous decision. The panel will meet quickly in order that a request may be submitted by the deadline should the panel deem it necessary.

BAPA cannot support late applications for requests, unless there are very strong mitigating circumstances, such as the student not being notified of results.

Internally assessed components

There is no individual review process available for internally assessed components once grades have been issued. Students have the right to request a review of marking once they have been informed of their marks for such components, which are explained in our policy for internal appeals procedure (internal assessment decisions).

If an exam board adjusts the school's marks for a component as a result of their moderation process and the school disagrees with this adjustment, the school may request a review of moderation. Students cannot make such a request, nor do they have a right of appeal against the school's decision of whether to make such a request.

Appeals

Following the outcome of a clerical check or review of marking, the exam boards offer an appeal process. Appeals may only be made by BAPA, rather than a student. An appeal at this stage must be on the grounds that the exam board has not followed the correct procedures in the original clerical check or review of marking. A student, with support from parents, can request that an appeal be made. BAPA will consider the request and notify the student within a week of the request whether an appeal will be submitted.

If the school decides not to pursue an appeal to the exam board, the student has the right to appeal against this decision. Such an appeal will be conducted as outlined above for a decision not to support a review of marking.

Access to Scripts

Students have the right to access their examination scripts from the exam board. Most exam boards do not charge for this service and BAPA will not make any charge. Details of how to access scripts are provided when examination results are issued.

Access to scripts to inform teaching

BAPA may ask students if we can obtain copies of exam scripts to be used to inform teaching and learning. This will only be done with written permission from the student and the student's name will not be shared with other students.

Financial support

Financial support is available for students to access post-results service, subject to the usual criteria for providing such support.