



Post Results Policy

Centre Number: 53628

This policy is reviewed annually to ensure compliance with current regulations

Date Created: February 2019	Review Period: Annually
Reviewed: November 2023	Next Review Due: November 2024

Key staff involved in the Post Results Policy

Role	Name(s)
Head of Centre	Joanna Ware
SLT members	Matthew Bisco & Anna Norman
Exams Officer	Joanna Starr

Purpose of the policy

The purpose of this policy is to set out procedures for identifying and/or notifying students who wish to make a request for "Review of Results" and "Access to Scripts".

If a student wishes to make an appeal about an exam result they must discuss it first with their Subject Teacher.

Types of Post results requests

- *Review of Results (RORs)*

This is a service that can be used to check your examination grade with the board if your grade is significantly lower than you expected. There are different levels of service, costing varying amounts. Note that your grade/mark can go down as well as up!

- *Service 1: Clerical Re-check*

A re-check of all clerical procedures. This service does not re-mark a script, but simply checks all aspects of administration relating to the script (adding up of marks etc.). Marks may go up, down or stay the same.

- *Service 2: Review of Marking*

A script may be reviewed. Marks may go up, down or stay the same. Reviewers **do not** remark the script. They review the original marking to ensure that the agreed mark scheme has been applied correctly.

- *Access to Scripts (ATS)*

These are services to receive back one of your examination scripts or a photocopy of it. If you ask for your original script back, you will obviously be unable to challenge any point on the script with the examination board as the script has not remained confidential.

- *PRIORITY Service: Requesting PHOTOCOPIED Scripts*

This PRIORITY service is faster but more expensive. It should only be used in order to decide whether or not it is worth applying for a review of marking. It cannot be used when considering a Priority review of marking.

- *Requesting ORIGINAL Scripts*

This service cannot be used when deciding whether or not to apply for a review of marking.

Making a request

The Exams Officer will make available the key dates associated with Post results services and disseminate to all Staff, Students and Parents

Subject leads will gather request information from students and subject teachers and fill in the Millbay Academy application for Post Results Services.

The Exams Officer will collate the information for the Head of Centre including key dates, fees and charges.

The Head of Centre will make a final decision as to whether an application is to be made.

In cases where the Head of Centre disagrees with an application the Student may still request a Post result service, but will be liable for any fees and charges, the Exams officer will confirm and collect fees and charges.

The exams officer will firstly collect candidate consent for all Post Results services and make the appropriate application on behalf of Millbay Academy.

The Exams Officer will notify candidates of the outcomes and amend the MIS accordingly.

Students will receive the appropriate consent forms at the time of collecting results.

Students will receive information regarding Post results services at the time of collecting examination results.