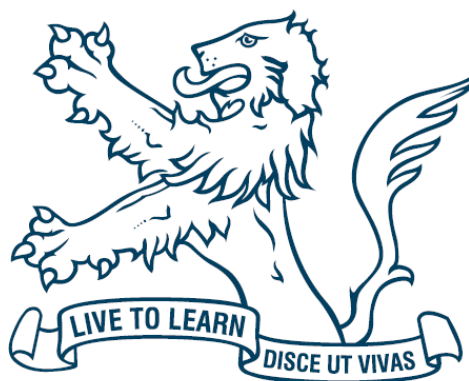

PENAIR SCHOOL



REVIEW OF RESULTS POLICY (POST RESULTS SERVICE)

2023/24

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs M Eastburn-Cutts	
Date of next review	January 2025

Decisions made by the centre

After the publication of results the following services are offered by the awarding bodies and can only be applied for by the centre.

- Service 1 (Clerical re-check)
- Service 2 (Post-results review of marking)*
- Service 3 (Review of Moderation)

Staff at Penair School may decide that they think one of these services is appropriate for a candidate, please see appendix. In this case the school will pay for the enquiry. However, the Examinations Officer MUST obtain the written consent of the candidate on the appropriate form before proceeding and only after results have been issued.

Candidates must understand that in requesting a 'Post-results review of marking' through the external examination board, their marks can go down as well as up. The remarked paper then forms part of the final grade. Therefore, the Examinations Office MUST obtain the written consent of the candidate on the appropriate form before proceeding.

A candidate may also wish to apply for one of these services. The candidate should first approach the Exams Officer using the Results2024@penair.cornwall.sch.uk email account. The candidate will be required to pay for the service prior to the service being actioned. The Exams Officer will provide details of costs, how to pay for the service and how to provide consent.

Appendix1: Review of Results Procedure & Key Dates	Key Date
Results download day	
<ul style="list-style-type: none"> Data manager to produce spreadsheet in readiness for HOF/HOS RoR identification. Exams officer to compile by subject. Candidate UMS scores Component scores Grade boundaries 	21.08.24
Results Day to start of term	
<ul style="list-style-type: none"> Subject leads and SLT issued with overall grades. Data manager to prepare guidance on how subject leads are to populate spreadsheet. Exams team to manage #####results@penair inbox Standard responses to be sent by exams officer to any candidate/parental enquiries regarding reviews of results (RoR) – to be tracked on spreadsheet. 	22.08.24 – 02.09.24
INSET Day	
<ul style="list-style-type: none"> Subject leads to complete review of results and identify candidates for potential RoR. Students must be within 1 or 2 marks of the top of the grade boundary. The results will be reviewed against trial exam performance, grade predictions, exam board reports and grade boundaries. Subject leads to identify candidates scripts to support teaching – max number is 5% of cohort or 3 candidates (whichever is the largest). Subject leads to share results and students identified with teaching team – offer opportunity for teaching staff to identify any additional students 	02.09.24
School based RoR deadline	
<ul style="list-style-type: none"> Deadline for any RoR to be put forward by teachers to subject leads Subject leads to confirm RoR process complete and submission is recorded on spreadsheet 	04.09.24
Communication to candidates - preparation	
<ul style="list-style-type: none"> Mail merge run for letters to candidates regarding access to scripts or reviews of results (Exams officer & Data Manager) 	05.09.24
Communication to candidates	
<ul style="list-style-type: none"> Communication posted first class to students including (where appropriate) <ul style="list-style-type: none"> ATS candidate consent (to support teaching) RoR candidate consent 	06.09.24
Candidate deadlines for RoR/ATS	
<ul style="list-style-type: none"> ATS only (to support teaching) RoR only 	18.09.24
<ul style="list-style-type: none"> Exams office to provide administrative support of paperwork to students 	16.09.24 – 18.09.24
Close of Review of Results Process (internal)	
<ul style="list-style-type: none"> Exams office to process RoRs as consents obtained 	20.09.24
Review of Results deadline (external)	
<ul style="list-style-type: none"> There is no timescale for the return of a review of result from the exam board, this varies by subject and board, but all outcomes are usually concluded by the October half term. Exams office to write to candidates with outcome of review once it is available. 	26.09.24