

**THE LONDON ORATORY SCHOOL**

PUBLIC EXAMINATIONS

OCTOBER & NOVEMBER 2020

**POST-RESULTS GUIDANCE FOR PUPILS AND PARENTS**

**Important information**

A marking error only occurs where the examiner has not given the right mark for a task, where there is a ‘right’ or ‘wrong’ mark, or if there has been an unreasonable exercise of academic judgement. Unreasonable exercise of academic judgement occurs when the mark given is one that no examiner could properly and reasonably have awarded. Therefore, the reviewer is only permitted to change marks if one, or both, of these conditions are met.

**Post-results services**

If you think your final exam result could be incorrect, there are different services available from the awarding bodies. These are only available for **externally assessed** components. The available services are detailed on page 2 of this document.

For internally assessed components (non-examination assessment, coursework and controlled assessments), see page 3 of this document.

Post-results enquiries must be made through the School. Awarding bodies will not accept enquiries made directly from candidates, or parents.

Applications must be submitted to the Examinations Officer by the deadlines given on page 3 of this document, to enable the School to process an enquiry and submit applications within the strict deadlines imposed by the awarding bodies. **Deadlines are non-negotiable**.

A candidate consent form must be completed, and payment must be made in full to the School, before an enquiry request can be considered. The awarding body service fee will only be reimbursed if the enquiry leads to a change in the **overall** subject grade.

Fees are charged **per individual exam paper**, and therefore the candidate consent form must clearly indicate exactly which exam paper(s) within a particular subject are being requested.

Once the Examinations Officer receives an enquiry request, she will check that the service you require is available, and where necessary discuss the merits of making such an enquiry with appropriate staff.

**FOLLOWING AN ENQUIRY ABOUT RESULTS, A CANDIDATE CAN BE GIVEN A LOWER GRADE THAN ORIGINALLY AWARDED.**

It would be unwise for a candidate whose overall subject mark is close to the lower end of a grade boundary, to request a mark review.

**A list of fees can be found on page 4, and the candidate consent form on page 5, of this document.**

**Priority Copy of script**

A copy of a marked script may be requested **before** making a decision whether or not to apply for a Service 1 clerical re-check or a Service 2 review of marking.

**Service 1 (Clerical Check)**

This service is a re-check of all clerical procedures leading to the issue of a result. Awarding bodies aim to complete clerical re-checks within 10 days (excluding 24 Dec to 1 Jan).

The service includes the following checks:

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

Only Service 1 clerical re-checks can be requested for multiple-choice tests.

**Service 2 (Review of Marking)**

This service is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. Awarding bodies aim to complete mark reviews within 20 days (excluding 24 Dec to 1 Jan).

This service includes:

* the clerical re-checks detailed in Service 1;
* a review of marking as described above.

**Deadlines:**

**13th January 2021** - **AS & A Level** priority copy of script requests

**21st January 2021** - **GCSE English Language and Mathematics** priority copy of script requests

**3rd February 2021** - **AS & A Level** Service 1 and Service 2 requests

**11th February 2021** - **GCSE English Language and Mathematics** Service 1 and Service 2 requests

**24th February 2021 - All other GCSE** priority copy of script requests

**17th March 2021 - All other GCSE** Service 1 and Service 2 requests

**Enquiry outcomes**

No alteration can be made to the service which has been requested, once an enquiry has been received by an awarding body; nor can the request be cancelled, or withdrawn.

The outcome of an enquiry, will be sent to the **candidate** **via their school e-mail address**, as soon as possible after it is received from the relevant awarding body. Former pupils should provide an alternative email address on their consent form.

**Non-examination assessment, coursework & controlled assessment**

Where the awarding body has moderated non-examination assessment/coursework/controlled assessment, and all marks have been agreed without change by their moderator, the School has **no** recourse for appeal. The Joint Council for Qualifications lays down this rule.

Some non-examination assessment/coursework/controlled assessment units are also excluded from re-moderation, because original moderation procedures cannot be replicated.

Where the awarding body has adjusted marks, and re-moderation is available, the Headmaster will consult with the relevant Head of Department, before a request is submitted. Wherever the Headmaster subsequently agrees to a re-moderation application, the following service is available:

**Service 3 (Review of moderation)**

The service is a review of the original awarding body moderation, to ensure the assessment criteria have been fairly, reliably and consistently applied. Awarding bodies aim to complete requests in 35 days. The review is undertaken on the **original sample**, and **not** upon the work of an individual candidate or the work of candidates not included in the original sample.

The School is not required to obtain the consent of candidates for a post-results review of moderation as candidates’ marks may be lowered, but published subject grades will not be lowered in the series concerned. However, lowered marks would be carried forward to any future certification.

**Appeals Procedures**

Details about the School’s appeals procedures for enquiries about results are on the Examinations page of the School website:

<https://www.london-oratory.org/parents/examinations>

**Access to scripts to support teaching and learning**

Candidates can request their original script for general interest, or to inform their future learning. Some awarding bodies charge for this service and a different consent form must be completed. Please contact the Examinations Officer, if you wish to use this service.

Deadlines to request scripts to support teaching and learning:

**3rd February 2021** – AS & A Level

**11th February 2021** – GCSE English Language and Mathematics

**17th March 2021** – All other GCSEs

Once an original script has been requested, under no circumstances can any review of marking or an appeal then be sought, because the security of the script will have been compromised. This rule applies even in the event that a marking error is found.

Post-Results Services - deadlines, fees and charges

NOTE: All fees charged per individual exam script

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| **Service** | **Notes / Application Deadline** | **AQA fees** | **OCR fees** | **Pearson fees** |
| **Priority Copy** | AS & A-LevelDeadline: Wednesday 13th January 2021 | £14.35 | £12.75 | FREE |
| GCSE English Language and MathsDeadline:Thursday 21st January 2021 |
| All other GCSEsDeadline:Wednesday 24th February 2021 |
| **Service 1:** **Clerical Check** | AS & A-LevelDeadline: Wednesday 3rd February 2021 | £16.10 | £18.00 | £11.30 |
| GCSE English Language and MathsDeadline:Thursday 11th February 2021 | £8.05 |
| All other GCSEsDeadline:Wednesday 17th March 2021 |
| **Service 2:** **Mark Review** | AS & A-LevelDeadline: Wednesday 3rd February 2021 | £43.45 | £50.25 | £46.90 |
| GCSE English Language and MathsDeadline:Thursday 11th February 2021 | £37.55 | £40.40 |
| All other GCSEsDeadline:Wednesday 17th March 2021 |
| **Copy of mark reviewed or clerically checked script** |  | £14.35 | £12.75 | £12.50 |

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| School Crest Colour |

**ENQUIRIES ABOUT RESULTS – CANDIDATE CONSENT FORM**

Important information for candidates:

If The London Oratory School (‘The Centre’) submits a request for a Service 1 Clerical Check, a Service 2 Mark Review, or a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

* Your original mark is confirmed as correct, so there is no change to your grade.
* Your original mark is raised, so your overall subject grade may be higher than your original grade.
* **Your original mark is lowered, so your overall subject grade may be lower than your original grade.**

To proceed with a Clerical Check, a Review of Marking, or an appeal, you must complete and sign this form. This tells the Headmaster that you have understood what the outcome might be and that you give your consent to the enquiry being made.

**To be completed by the candidate:**

**Centre Name**: The London Oratory School **Centre Number:** 10180

**Candidate Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Candidate Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate Email (former pupils only):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Awarding body** | **Level**(A/AS/GCSE) | **Subject** | **Paper/unit/ component code** | **Service(s) required** (please tick) |
| **Priority Copy of Script**  | **Service 2** **Review of Marking** | **Service 1** **Clerical Check** | **Copy of reviewed or clerically checked script** |
| **1.** |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |

I give my consent to the Headmaster, to submit a Priority Copy of Script request, Service 1 Clerical Check, or a Service 2 Review of Marking, for the examination papers listed above. In giving my consent, I understand that the final subject mark and/or grade awarded to me may be lower than, higher than, or the same as the result which was originally awarded to me for the subject.

Full payment is enclosed with this consent form. I understand that Service 1 Clerical Check, and Service 2 Review of Marking, fee(s) will only be refunded in the event that the overall grade changes for that subject.

Candidate signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature (If candidate is under the age of 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_