



# THE LONDON ORATORY SCHOOL

## PUBLIC EXAMINATIONS NOVEMBER 2022 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 by candidates or parents.

Applications must be submitted to the Examinations Officer by the deadlines given on page 2 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 THAT 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 3, and the candidate consent form on page 4.**

### **Service 1 (Clerical Re-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.

The service includes the following checks:

- that all parts of the script have been marked;
- the totalling of the marks;
- the recording of marks;
- if requested on the candidate consent form, and where the service is available, a photocopy of the re-checked scripts.

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.

This service includes:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;
- if requested on the candidate consent form, and where the service is available, a photocopy of the re-checked scripts. If the nature of the unit/component is such that access to scripts cannot be arranged, e.g. modern foreign language speaking tests, then sometimes a report may be requested. A separate fee is charged. Please speak to the Examinations Officer to see if it is possible to obtain a report.

### **Priority Copy of Script**

Restricted service available to candidates whose place in higher or further education is **not** immediately dependent on the outcome of a potential results enquiry. This service is available for:

- all A and AS Level **externally assessed** qualifications;
- Pearson GCSE subjects.

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

## **Deadlines**

**Wednesday, 25 January 2023** – **Priority copy of script requests**

**Wednesday, 15 February 2023** – **All other results enquiry applications**

## **Enquiry Outcomes**

Once an enquiry has been received by an awarding body, no alteration can be made to the service which has been requested; nor can the request be cancelled, or withdrawn. Acknowledgement, detailing the outcome of an enquiry, will be sent to the **candidate via their school email address**, as soon as possible after it is received from the relevant awarding body. Leavers should provide an alternative email address on their consent form.

## Non-examination assessment, coursework and 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 (JCQ) 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 had 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 not 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 Procedure

Details about the School's appeal procedures for enquiries about results are on the Examinations page of the School website: <https://www.london-oratory.org/parent-portal/parents> (password Parents2022).

## Access to scripts to support teaching and learning

Candidates can request to see their original script for general interest, or to inform for future learning. Some awarding bodies charge for this service, and candidates should speak to the Acting Examinations Officer for further information.

The deadline to apply for scripts to support teaching and learning is Wednesday 15 February 2023.

In the event that any error is detected in the script, under no circumstances could any review of marking or appeal be requested, as the security of the script will have been compromised.

## Post-Results Service – deadlines fees and charges

Service	Application Deadline/Notes	AQA fees	Pearson fees
Priority Copy	Wednesday 25 January 2023 <b>Fees charged per exam paper</b>	Free of charge	Free of charge
Service 1: Clerical check	Wednesday 15 February 2023 <b>Fees charged per exam paper</b>	£8.25	£11.90
Service 2: Mark review	Wednesday 15 February 2023 <b>Fees charged per exam paper</b>	£38.35 <i>Includes a copy of the mark reviewed script</i>	£42.40
Copy of reviewed script	Wednesday 15 February 2023 <b>Fees charged per exam paper</b>	Free of charge	£13.10

