

## **GCE and GCSE Post-results services 2023 – guidance for students**

<https://www.icq.org.uk/exams-office/post-results-services/>

### **1. Introduction**

This guidance summarises the full guidance which can be found via the link above. It covers an overview of the post-results services process including reviews of results and access to scripts.

### **2. Key dates and deadlines for the June 2023 and November 2023 series**

| Date             | Review of Results                                     | Access to scripts  | Coombe Dean deadlines   |
|------------------|---|--|---|
| 17 August        | GCE results issued                                    | Centres can request scripts to support reviews of marking (RoM) and/or teaching and learning                             | Request scripts on 17 <sup>th</sup> August by 13:00 if Priority Service 2 (UCAS) needed |
| 24 August        | GCSE results issued                                   | Centres can request scripts to support RoM and/or teaching and learning  |   |
| 24 August        | GCE Priority Service 2 (for UCAS applicants)          |  | 11:00am – 24 August   |
| 31 August        |   | Requests to Board for GCE script copies to support RoM   | 11:00am – 24 August   |
| 7 September      |   | Latest date by which centres will receive GCE scripts for RoM<br>Requests to Board for GCSE script copies to support RoM | 11:00am – 5 September   |
| 14 September     |   | Latest date by which centres will receive GCE scripts for RoM  |   |
| 28 September     | Deadline for GCE and GCSE Reviews of Results to Board | Latest date to request copies of GCE and GCSE scripts to support teaching and learning                                   | 11:00am - 20 September  |
|                  |   |  |   |
| 25 January 2024  |   | Centres can request scripts to support RoM   |   |
| 15 February 2024 | Deadline for GCSE Reviews of Results to Board         | Centres can request scripts to support RoM and/or teaching and learning  |   |

### **3. Fees**

These are set independently and published by awarding bodies.

|         | Service 1      | Service 2 | Priority Service 2 (UCAS) | GCSE/GCE script for RoM | GCSE/GCE script for T&L |
|---------|----------------|-----------|---------------------------|-------------------------|-------------------------|
| AQA     | £8.70 per unit | £46.75    | £55.60                    | £40.35                  | Free                    |
| OCR     | £10.00         | £57.50    | £70.75                    | £57.50                  | Free                    |
| Pearson | £11.90         | £49.20    | £58.70                    | £42.40                  | Free                    |
| WJEC    | £11.00         | £46.00    | £55.00                    | £40.00                  | Free                    |

### **4. Reviews of Results (RoRs)**

Senior members of staff will be available at Coombe Dean on the 17<sup>th</sup> and 24<sup>th</sup> August during the published opening times (08:30-10:30am). Following this window, contact should be made using the 2023exams@coombedean.co.uk email address which will be monitored periodically after results are released.

Awarding bodies will only accept requests for reviews of marking from centres and not from candidates or their parents.

Centres must obtain written candidate consent for clerical re-checks and reviews of marking, as with these services candidates' marks and subject grades may be lowered. Failure to do so is considered centre malpractice.

Candidate consent for clerical re-checks and reviews of marking must be obtained after the publication of results.

Candidates marks and subject grades could go down as well as up and you must provide written consent before a request is submitted.

### Review of Results services

| Post results service  | Deadline  | What does it do?   |
|---|---|--|
| Copy of script to support review of marking (RoM)   | 24 <sup>th</sup> August<br>GCE<br>7 <sup>th</sup> September<br>GCSE | Allows review of script to support a decision on a review of marking   |
| Copy of script to support teaching and learning   | 27 <sup>th</sup> September  | Allows for script to be used in classrooms and curriculum teams to support teaching and learning   |
| Priority Service 2 – Review of Marking  | 24 August   | This is a priority review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of: <ul style="list-style-type: none"> <li>• an administrative error;</li> <li>• a failure to apply the mark scheme where a task has only a ‘right’ or ‘wrong’ answer;</li> <li>• an unreasonable exercise of academic judgement. The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.</li> </ul>            |
| <p><b>Important: Awarding bodies strongly advise candidates and/or their centres to inform their university or college choices that a review of results has been requested. By informing them, they may be able to keep the candidate’s place open until the review has been completed. An awarding body will not inform UCAS or others that a review of marking has been requested. However, it will advise UCAS of any grade change arising from a review. Full details on the guidance provided by UCAS may be found at:</b></p> <p><a href="https://www.ucas.com/undergraduate/results-confirmation-and-clearing/results/exam-reviews-and-appeals">https://www.ucas.com/undergraduate/results-confirmation-and-clearing/results/exam-reviews-and-appeals</a></p> <p>If a GCE A-level candidate is thinking of having a Priority Service 2 review of marking, please refer to the relevant awarding body’s website to understand the implications of requesting a copy of the script.</p> <p>UCAS will be advised of any changes to GCE grades although the candidate should contact the HE institution to be sure and move the process forward.</p> |   |  |
| Service 1 – Clerical re-check   | 28 September  | This service will include the following checks: <ul style="list-style-type: none"> <li>• that all parts of the script have been marked;</li> <li>• the totalling of marks;</li> <li>• the recording of marks</li> </ul>  |
| Service 2 – Review of marking   | 28 September  | This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of: <ul style="list-style-type: none"> <li>• an administrative error;</li> <li>• a failure to apply the mark scheme where a task has only a ‘right’ or ‘wrong’ answer;</li> <li>• an unreasonable exercise of academic judgement.</li> </ul> <p>The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.</p> |
| Service 3 – Review of moderation  | 28 September  | This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates’ work  |
| <p><b>DH (August) / SW (September) to maintain record of requests and actions:</b> If an acknowledgement is not received within this period, centres should presume that the request has not been received and must contact the awarding body immediately. Centres should also regularly check the progress of the request</p>  |   |  |

## **Outcome of reviews**

The awarding body will provide a reason for the decision of a review of marking. If the mark has changed, the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure, i.e.

- if the 'right' mark was not given in a task where there is a 'right' or 'wrong' mark;
- if there has been an unreasonable exercise of academic judgement.

There are three possible outcomes arising from a review of moderation:

- no change to the original moderation decision;
- a correction to the original moderation decision;
- reinstatement of centre marks

### **5.1 Appeals to Board about the review**

Appeals can only be submitted after the outcome of a review of results has been reported to the centre

### **5.2 Appeals Procedure**

If parents wish for a RoM to be submitted to an awarding body and for the school to pay for this, the school will only agree where there is a clear rationale for doing so. In most cases (the exception being a priority review of marking), this will be a decision that is made having reviewed the script. Requests should be made to the Exams Officer via the [2023exams@coombedean.co.uk](mailto:2023exams@coombedean.co.uk) email address.

In deciding whether to support and fund a review of results, we will take account of all relevant factors. Should candidates wish to appeal a decision not to fund a RoM, a request should be made directly to Mr Koehler-Lewis ([slewis@coombedean.co.uk](mailto:slewis@coombedean.co.uk)) and the candidate (supported by their parents/carers) will be given a reasonable opportunity to express their views.

Awarding bodies can only enter into discussions over post-results services with centres. Awarding bodies will accept requests for post-results services directly from private candidates

### **How to request a review**

Please submit the Appendix A paperwork below (also available on the website) to [2023exams@coombedean.co.uk](mailto:2023exams@coombedean.co.uk) by the relevant deadline above.

If we would like to use your script for teaching and learning purposes, we will seek your permission and ask you to complete Appendix B below.

# Appendix A – Clerical re-checks, reviews of marking and appeals – Candidate consent form



AQA    City & Guilds    CCEA    OCR    Pearson    WJEC

## Clerical re-checks, reviews of marking and appeals

### Candidate consent form

#### Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

#### Candidate consent form

|                  |                |
|------------------|----------------|
| Centre number    | Centre name    |
| Candidate number | Candidate name |

Details of review (awarding body, qualification level, subject title, component/unit)

.....  
.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**

## Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA      City & Guilds      CCEA      OCR      Pearson      WJEC

### Access to Scripts

#### Candidate consent form for access to and use of examination scripts

|                             |                     |
|-----------------------------|---------------------|
| Centre number               | Centre name         |
| Candidate number            | Candidate name      |
| Qualification level/subject | Component unit/code |

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months.**