



## REVIEWS OF MARKING / ACCESS TO SCRIPTS / APPEALS

### REVIEWS OF MARKING

Examinations measure only your performance on the day and candidates can do better or worse than anticipated for all sorts of reasons. If you have a **serious** concern about your received grade, then please contact the Examinations Officer as soon as possible either on Results Day (up to midday) or the start of term. Reviews of marking requests can be made with the appropriate Examination Board and the procedure will be explained. Soham Village College's deadline is Friday 23 September 2022 to receive any requests to ensure there is sufficient time to process all applications before the exam board deadline of 29 September 2022.

#### Service 1 - Clerical re-check

This is a re-check of all clerical procedures leading to the issue of a result.

This service will include the following checks:

- that all parts of the script have been marked
- the totalling of marks
- the recording of marks
- **if requested**, a copy of the re-checked script(s) for those units/components included in the Access to Scripts service

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Deadline for completion is within 10 calendar days of the awarding body receiving the request

#### Service 2 – Review of Marking

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. This service is available for externally assessed components of both unitised and linear GCSE specifications. Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking.

The service will include:

- the clerical re-checks detailed in Service 1
- a review of marking as described above
- **if requested**, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service.

#### Service 3 – Review of Moderation

This service is not available to individual candidates.

Deadline for completion is within 20 calendar days of the awarding body receiving the request

#### Fees / Consent / Deadline

Reviews of marking will not be submitted to exam boards until a signed consent form and appropriate fee (set by each awarding body) have been received. Fees will be refunded if any enquiry results in a change in the **overall grade**. Soham Village College has set a deadline of Friday 23 September 2022, to ensure all reviews are processed before the exam board final deadline of Thursday 29 September 2022. Requests after Friday 23 September are not guaranteed to meet the deadline, although every effort will be made.



### Access to Scripts

Copies of scripts to support reviews of marking can be requested before deciding whether to request a review. Consent needs to be obtained before a request is made to the exam board.

Please note that there is an exam board deadline of 8 September for this service. Scripts will be received by 15 September.

There may be a fee for this service.

### Appeals against the outcomes of post-results services

Individuals cannot submit an appeal, this must be done by the head of the centre only. Representation must be made to the head of the centre if it is felt that there has been a marking error or that the awarding body did not apply its procedures consistently, properly or fairly.