



REVIEWS OF MARKING / ACCESS TO SCRIPTS / APPEALS

Reviews of Marking (ROMs)

Examinations only measure 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 or the start of term. Reviews of Marking (ROMs) can be submitted to the appropriate awarding body and the procedure will be explained. The final date for this is around 20 September, although the Exams Officer will set an appropriate internal deadline to ensure that all requests received are submitted on time.

Service 1 - Clerical re-check

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

The re-check includes:

- 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 (this may incur an additional fee)

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 review.

Service 2 - Post-results review of marking

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking.

The service is available for externally assessed components of both unitised and linear specifications.

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 (this may incur an additional fee)

Please note that once the outcome of a review has been issued, no further requests for a review of marking can be submitted.

Service 3 – Review of Coursework Moderation

This service is not available to an individual candidate.

Fees, Consent and Deadlines

Any review of marking will not be submitted to the awarding body unless **a signed consent form** and the **appropriate fee** (set by each awarding body) have been received. Fees will be refunded if any review results in a change in the overall grade. Awarding bodies set a very strict deadline of around 20 September each year. Reviews cannot be submitted after this date. The Exams Officer will set an appropriate internal deadline to ensure that all reviews are submitted on time.

It is very important to note that students' marks and subject grades may be lowered, confirmed or raised as a result of a review. There is no grade protection for clerical re-checks, reviews of marking or any subsequent appeal.

Outcome of Reviews of Marking

The Exams Officer will write to each applicant once the outcome of any review is received from the awarding body.

Please note that once the outcome of a review has been issued, no further requests for a review of marking can be submitted, however, the appeals process outlined below is available.

Access to Scripts

If a student wishes to see a particular written exam paper this can be requested. It should be noted that once an awarding body has returned an original hard copy script, its security is compromised and it can no longer be subject to a review of marking. This rule does not apply to a scanned copy of a student's script.

Appeals to the Awarding Bodies

If candidates or their parents/carers remain dissatisfied after receiving the outcome of a review of marking, then an appeal to the awarding body may be considered. It should be noted that if a hard copy of a script has been returned to a centre as part of a review of marking, its security is compromised and it **cannot** be subject to an appeal. This rule does not apply to a scanned copy of a student's script.

Appeals must be submitted to the relevant awarding body within 30 calendar days of the notification of the outcome of the review. Appeals can only be submitted by the centre. The grounds for the appeal must relate to the awarding body's procedures or the application of the post-result service procedures. Awarding bodies may charge a fee for each stage of an appeal against the outcome of a clerical re-check, a review of marking or a review of moderation.

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