

## **Enquiries on Examinations Results**

If you wish to query one or more of the A/AS level/GCSE results obtained in the recent examinations. Would you please note the following:

The Examinations Boards will only consider enquiries raised through the school.

In our experience, exam boards rarely change grades awarded if the mark given is well short of the grade boundary, so a Clerical Check or Review of Marking of an exam paper that is anything more than 4 marks way from a grade boundary is unlikely to change the grade awarded and marks that are already close to the grade boundary would have been checked by the exam board.

Queries have to be submitted by the school and are normally submitted early in the Autumn Term or shortly after examination results are received. For this reason the form below must be returned to the Examinations Officer by the deadlines noted below

There are three levels of enquiry.

**Service 1 - Clerical re-check:** this is where your paper is looked at again by the exam board to ensure that ;

- all parts of the exam paper have been marked
- the adding up of the marks is correct
- the recording of marks is correct

**Deadline for submission 16 September 2019**

**Service 2 - Review of Marking:** this is where the exam paper is reviewed to ensure that the agreed mark scheme has been applied correctly and will focus on;

- any administrative errors
- failure to apply the mark scheme where the task has only a 'right' or 'wrong' answer.
- unreasonable exercises of academic judgement.

*Reviewers will not re-mark the exam paper they will only act to correct any errors identified in the original marking.*

**Deadline for submission 16 September 2019**

**Priority Service 2 - Review of marking:** this service is only available for GCE A- Level specifications and is where the exam paper is reviewed to ensure that the agreed mark scheme has been applied correctly and will focus on;

- any administrative errors
- failure to apply the mark scheme where the task has only a 'right' or 'wrong' answer.
- unreasonable exercises of academic judgement.

*Reviewers will not re-mark the exam paper they will only act to correct any errors identified in the original marking.*

**Deadline for submission 3pm 15 August 2019**

**Service 3 - Review of Moderation:** a review of the original moderation to ensure assessment criteria have been fairly, and consistently applied. *It is not a re-moderation of candidates work.*

The current charges by the relevant examining board for carrying out these checks are shown in the table below and are **per paper**. (Prices correct at time of going to print but may change.) When you have decided the level of review you wish to have undertaken, please complete the form below and return it to the Examinations Officer, with a cheque to cover the cost and made payable to **Vyners School** ,

**Please note that following a Clerical Check or Review of Marking grades can go down as well as up.**

It is possible to request a photocopy of an exam script before requesting a Review of Marking

Board	LEVEL	Service 1 Clerical Check <b>Deadline</b> <b>16 September</b>	Service 2 Review of Marking <b>Deadline</b> <b>16 September</b>	Service 2 Priority Review of Marking <b>Deadline</b> <b>3pm 15 August</b>	Access to photocopies of scripts prior to requesting Review of Marking	Access to original scripts only <b>Deadline</b> <b>20 September</b>
AQA	A / AS	£16.10 {£30.45}	£43.45 {£57.80}	£51.75 {£66.10}	£14.35 <b>Deadline</b> <b>22 August</b>	£11.30
	GCSE	£8.05 {£22.40}	£37.55 {£51.90}		£14.35 <b>Deadline</b> <b>27 August</b>	£11.30
PEARSON / EDEXCEL	A / AS	£11.30 {£23.80}	£46.90 {£49.40}	£55.90 {£68.40}	£12.50 <b>Deadline</b> <b>22 August</b>	£12.50
	GCSE	£11.30 {£23.80}	£40.40 {£52.90}		£12.50 <b>Deadline</b> <b>27 August</b>	£12.50
OCR	A / AS	£17.45 {£29.60}	£48.59 {£60.65}	£59.90 {£71.95}	£12.15 <b>Deadline</b> <b>22 August</b>	£11.75
	GCSE	£17.45 {£29.60}	£48.59 {£60.65}		£12.15 <b>Deadline</b> <b>27 August</b>	£11.75
WJEC	A / AS	£11.00 {£22.00}	£43.00 {£54.00}	£49.50 {£60.50}	£11.00 <b>Deadline</b> <b>22 August</b>	£11.00
	GCSE	£11.00 {£22.00}	£37.50 {£48.50}		£11.00 <b>Deadline</b> <b>27 August</b>	£11.00

Prices in { } include the provision of a photocopied script

**Enquiries on Examinations Results Form**

**To be returned to the Examinations Officer as soon as possible, but not later than deadlines specified in the table detailing the deadlines and charges.**

Pupil's name and tutorial (CAPITALS)..... Candidate No: .....

Results to be queried:

Board ..... Level .....

Subject..... Syllabus No: ..... Published Grade .....

Level of Enquiry Sought: (please circle your choice of enquiry)

Photocopy of script

Clerical check

Clerical check with returned script

Review of Marking

Review of Marking with returned script

Priority Review of Marking (GCE only)

Priority Review of Marking with returned script (GCE only)

Return of original script

**Total amount of payment enclosed: £.....**

(Please refer to the table of fees above and note that they are 'Per Paper') **Cheques made payable to "Vyners School"**

**I AM AWARE THAT A REVIEW OF MARKING MAY RESULT IN A GRADE STAYING THE SAME, GOING UP OR GOING DOWN**

Signature of student: .....Tel no:.....

Signature of Parent/Guardian: .....Tel no:.....

Address for correspondence: .....

.....

.....

For office use only	Date received	Date processed	Outcome	Student informed