



## Student Procedures for Review of results (ROR)

Created by: Exams Manager

Created: February 2012

Reviewed: September 2020

Next review: September 2021

- Review of results are usually initiated by the Head of Department. This is after results have been thoroughly analysed and the breakdown of marks allocated to the different components reveal that the student is on the borderline of the relevant grade threshold.
- Heads of Department may ask to have access to a copy of a students exam script in order to determine whether a request for a review of results is required. Consent **MUST** be sought from the student/s before scripts can be requested.
- Students must discuss their concerns with the appropriate Head of Department.
- Students are reminded that all transactions with awarding bodies must be conducted via the school. Awarding bodies will not enter into any discussions directly with students or their parents/carers.
- Deadlines must be observed. (**See appendix 1** for dates/fees)
- Requests for a review must be realistic. Mark schemes must be studied in detail in order to determine whether the number of marks required to reach the mark band immediately above is too high. Usually in most cases, any change in marks will not normally be more than 1 or 2 marks more than originally awarded.



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- Where a request for a review is made by a student or parent/carer a fee will be payable before the review is submitted to the awarding body. (**See Appendix 1**). Fees will be refunded where the overall subject grade changes.
- Students must sign a consent form and must be made aware that the marks and overall grades are not protected and can go down as well as up following a request for a review of results.
- There can be no appeal against a review. Appeals can only be made against the procedures followed by the awarding body.



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## Appendix 1 (Fees are approximate and subject to change annually)

### AQA

Service	Qualification type/level	Service no	Cost
Clerical check (per component, unit or module)	Level 1 and 2	1	£8.05
	Level 3	1	£16.10
Review of marking	Level 3	2	£43.45
	Level 1 and 2	2	£37.55
Copy of reviewed or clerically checked script	Level 1, 2 and 3	S	£14.35
Review of moderation (if the school/college cohort consists of five or fewer students, the review of moderation fee will be half the normal rate)	Level 3	3	£251.60
	Level 1 and 2	3	£225.80
Access to scripts without a review or clerical check – photocopy	Level 1, 2 and 3		£14.35
Access to scripts without a review or clerical check – original	Level 1, 2 and 3		£11.30
Appeals against decisions (only following review of results)	Stage 1	Level 1, 2 and 3	£111.75
	Stage 2	Level 1, 2 and 3	£191.55

Level 1 and 2 qualifications includes: **GCSE**, Functional Skills.

Level 3 qualifications includes: **AS and A-level**, AQA Certificate (level 3) and Level 3 Extended project.

### PEARSON

Services	Notes	Edexcel Level 1 and Level 2 components/units GCSE Certificate/International GCSE Edexcel Awards in mathematics Digital Applications (CiDA/DiDA) Functional Skills	Edexcel Level 3 components/units AEA AS and A level Edexcel Awards in mathematics	BTEC components/units BTEC Level 1/Level 2 Firsts BTEC Level 2 Technicals BTEC Level 2 Tech Awards	BTEC components/units BTEC Level 3 Nationals
Service 1 - clerical check	Fee per candidate per paper/unit	£11.30	£11.30	£11.30	£11.30
* Service 2 - review of marking	Fee per candidate per paper/unit	£40.40	£46.90	£40.40	£40.40
* Service P2 - priority review of marking	Fee per candidate per paper/unit	£46.40	£55.90	NA	£55.90
ATS - original script	Fee per candidate per paper/unit	**Free	**Free	**Free	**Free
ATS - photocopy Script	Fee per candidate per paper/unit	**Free	**Free	**Free	**Free
ATS – post review of marking photocopy script	Fee per candidate per paper/unit	£12.50	£12.50	£12.50	£12.50

### OCR

Reviews of results	Fee for review (£) (Linear = per component; Unitised = per unit)	Fee for review including copy of script (£)
<b>Clerical re-checks</b>		
Service 1: Clerical re-check – per candidate*	17.45	29.60
<b>Reviews of marking</b>		
Priority Service 2: Review of marking – per candidate (Level 3 qualifications, including Cambridge Technicals, in the June series only)	59.80	71.95
Service 2: Review of marking – per candidate	48.50	60.65
Service 2a: Review of marking with individual report (exceptions only**) – per candidate	105.20	



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## WJEC

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	OUTCOME ISSUED
Service 1	Clerical re-check	£11	9 April	Within 10 calendar days of application
Service 2	A clerical re-check, a post-results review of marking and a statement of the marks by unit/component for an individual candidate	£37.50	9 April	Within 20 calendar days of application
Service 3	Post-results review of moderation. Not available for individual candidates. Fee charged per candidate in original sample.	£32	9 April	35 calendar days of receiving original sample
	Electronic script to be returned with review of marking outcome	£11		

**Centres must obtain written consent from a candidate for a clerical re-check and review of marking as candidates marks and grades may be lowered. A review of marking application cannot, under any circumstances, be cancelled once the review of marking outcome has been issued by WJEC.**

## ACCESS TO SCRIPTS (ATS)\*

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	ISSUED BY
ATS (priority copy)	Priority Access to an electronic version prior to Review of Marking	£11	19 March	26 March
ATS (non-priority copy)	Access to an electronic script to support teaching and learning.	£11	9 April	8 May

\* Centres must obtain written consent from candidates for Access to Scripts services.

## NCFE

### Post-results fees

#### Enquiries about results and assessment decisions

A fee will be charged for an enquiry about results or assessment decisions. If the outcome results in a change to an assessment grade the fee will be waived.

Clerical check (per batch)	£5.00
Review of marking with report (per learner)	£45.00
Review of external quality assurance decisions (per enquiry)	£225.00

#### Appeals

A fee is charged for an appeal. If the appeal outcome is not in favour of the appellant, we will invoice the correct fee as per the below.

Review of appeal – Stage 1	£150.00
Independent Appeals Committee – Stage 2	£350.00

#### Access to scripts

For qualifications where this service is applicable, the below fees will be charged per script.

Priority service	£15.00
Non-priority service	£12.00