THE LONDON ORATORY SCHOOL

PUBLIC EXAMINATIONS SUMMER 2019
POST-RESULTS GUIDANCE FOR PUPILS AND PARENTS

Important information

A marking error only occurs where the examiner has not given the ‘right’ mark for a task, where there is a ‘right’ or ‘wrong’ mark, or if there has been an unreasonable exercise of academic judgement. Unreasonable exercise of academic judgement occurs when the mark given is one that no examiner could properly and reasonably have awarded. Therefore, the reviewer is only permitted to change marks if one, or both, of these conditions are met.

Post-results services

If you think your final exam result could be incorrect, there are different services available from the awarding bodies. These are only available for externally assessed components. The available services are detailed on page 2 of this document.

For internally assessed components (non-examination assessment, coursework and controlled assessments), see page 3 of this document.

Post-results enquiries must be made through the School. Awarding bodies will not accept enquiries made directly from candidates, or parents.

Applications must be submitted to the Examinations Officer by the deadlines given on page 3 of this document, to enable the School to process an enquiry and submit applications within the strict deadlines imposed by the awarding bodies. Deadlines are non-negotiable.

A candidate consent form must be completed, and payment must be made in full (by ParentPay) to the School, before an enquiry request can be considered. The awarding body service fee will be reimbursed, only if the enquiry leads to a change in the overall subject grade.

The fees are charged per exam, and therefore the candidate consent form must clearly indicate exactly which exam paper(s) within a particular subject are being requested.

Once the Examinations Officer receives an enquiry request, she will check that the service you require is available, and where necessary discuss the merits of making such an enquiry with appropriate staff.

FOLLOWING AN ENQUIRY ABOUT RESULTS, A CANDIDATE CAN BE GIVEN A LOWER GRADE THAN ORIGINALLY AWARDED.

It would be unwise for a candidate whose overall subject mark is close to the lower end of a grade boundary, to request a mark review.

The candidate consent form is on page 5 of this document, and a list of fees is on page 4.
**Service 1 (Clerical re-check)**

This service is a re-check of all clerical procedures leading to the issue of a result. Awarding bodies aim to complete clerical re-checks within 10 days.

The service includes the following checks:
- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;
- if requested on the candidate consent form, and where the service is available, a photocopy of the re-checked script(s).

Only Service 1 clerical re-checks can be requested for multiple choice tests.

**Service 2 (Review of marking)**

This service is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. Awarding bodies aim to complete mark reviews within 20 days.

This service will include:
- the clerical re-checks detailed in Service 1;
- a review of marking as described above;
- if requested on the candidate consent form, and where the service is available, a photocopy of the reviewed script(s). If the nature of the unit/component is such that access to scripts cannot be arranged, e.g. modern foreign language speaking tests, then sometimes a report may be requested. A separate fee is charged. Please speak to the Examinations Officer, to see if it is possible to obtain a report.

**Priority Service 2 (Review of marking)**

Restricted service available to:
1. A-Level candidates where their place in higher education is immediately dependent on the outcome.
2. GCSE candidates in English, Mathematics, Music & Italian where their place in further education is immediately dependent on the outcome.

This service includes the same features as Service 2 above, but the application deadlines are much earlier and the fees charged are higher. Awarding bodies aim to complete priority mark reviews within 15 calendar days.

Candidates should inform relevant universities and colleges when a priority review of marking has been requested. Awarding bodies will only inform UCAS of the outcomes which have resulted in overall subject grade changes.

**Priority copies of scripts**

Restricted service available to candidates whose place in higher or further education is not immediately dependent on the outcome of a potential results enquiry.

This service is available for:
1. All A and AS level externally assessed qualifications
2. GCSE Mathematics, Music & Italian

A copy of a marked script can be requested from the awarding body to review, before deciding whether or not to proceed with a Service 1 clerical re-check or a Service 2 review of marking.
Deadlines:

**Wednesday 21 August 2019** - Priority Service 2 applications
AS & A Level priority copy of script requests

**Wednesday 28 August 2019** - GCSE priority copy of script requests
(Classical Greek, Computer Science, English, History, Italian, Latin, Mathematics, Music, Portuguese)

**Wednesday 18 September 2019** - All other results enquiry applications

**Enquiry outcomes**

Once an enquiry has been received by an awarding body, no alteration can be made to the service which has been requested; nor can the request be cancelled, or withdrawn. Acknowledgement, detailing the outcome of an enquiry, will be sent to the candidate via their school e-mail address, as soon as possible after it is received from the relevant awarding body. Leavers should provide an alternative email address on their consent form.

**Non-examination assessment, coursework & controlled assessment**

Where the awarding body has moderated non-examination assessment/coursework/controlled assessment, and all marks have been agreed without change by their moderator, the School has no recourse for appeal. The Joint Council for Qualifications lays down this rule.

Some non-examination assessment/coursework/controlled assessment units are also excluded from re-moderation, because original moderation procedures cannot be replicated.

Where the awarding body has adjusted marks, and re-moderation is available, the Headmaster will consult with the relevant Head of Department, before a request is submitted. Wherever the Headmaster subsequently agrees to a re-moderation application, the following service is available:

**Service 3 (Review of moderation)**

The service is a review of the original awarding body moderation, to ensure the assessment criteria have been fairly, reliably and consistently applied. Awarding bodies aim to complete requests in 35 days. The review is undertaken on the original sample, and not upon the work of an individual candidate or the work of candidates not included in the original sample.

The School is not required to obtain the consent of candidates for a post-results review of moderation as candidates’ marks may be lowered, but published subject grades will not be lowered in the series concerned. However, lowered marks would be carried forward to any future certification.

**Appeals Procedures**

Details about the School's appeals procedures for enquiries about results are on the Examinations page of the School website:
https://www.london-oratory.org/page/?title=Examinations&pid=54

**Access to scripts to support teaching and learning**

Candidates can request to see their original script for general interest, or to inform for future learning. Some awarding bodies charge for this service, and candidates should speak to the Examinations Officer for further information.
The deadline to apply for scripts to support teaching and learning is Wednesday 25th September 2019.

In the event that any error is detected in the script, under no circumstances could any review of marking or appeal be requested, as the security of the script will have been compromised.

Re-sits

We do not enter former pupils for re-sit examinations. If you need to re-take an examination, you will need to find a private centre.

Post-Results Services - deadlines, fees and charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Notes / Application Deadline</th>
<th>AQA fees</th>
<th>OCR fees</th>
<th>Pearson fees</th>
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<tbody>
<tr>
<td><strong>Priority Copy</strong></td>
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<tr>
<td>AS &amp; A-Level</td>
<td>Deadline: Wednesday 21 August 2019</td>
<td>Fees charged per exam paper</td>
<td>£14.35</td>
<td>£12.15</td>
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<td>Deadline: Wednesday 28 August 2019</td>
<td>Fees charged per exam paper</td>
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<td><strong>Service 1:</strong></td>
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<tr>
<td>Clerical check</td>
<td>Deadline: Wednesday 18 September 2019</td>
<td>Fees charged per exam paper</td>
<td>GCE £16.10</td>
<td>£17.45</td>
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<td><strong>Service 2:</strong></td>
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<td>Mark review</td>
<td>Deadline: Wednesday 18 September 2019</td>
<td>Fees charged per exam paper</td>
<td>GCE £43.45</td>
<td>£48.50</td>
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<td><strong>Priority Service 2:</strong></td>
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<td>Mark review</td>
<td>AS &amp; A-Level Restricted availability: A Level candidates where university place is immediately dependent on the outcome only</td>
<td>GCE £51.75</td>
<td>GCE £59.80</td>
<td>£55.90</td>
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<td>Deadline: Wednesday 21 August 2019</td>
<td>Fees charged per exam paper</td>
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<td><strong>Copy of reviewed script</strong></td>
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<td>Fees charged per exam paper</td>
<td>£14.35</td>
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ENQUIRIES ABOUT RESULTS – CANDIDATE CONSENT FORM

Important information for candidates:

If The London Oratory School (‘The Centre’) makes an enquiry about the result of one of your examinations, after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, and your overall subject grade may be higher than your original grade.
- Your original mark is lowered, and your overall subject grade may be lower than your original grade.

To proceed with an enquiry or appeal, you must complete and sign this form. This tells the Headmaster that you have understood what the outcome might be and that you give your consent to the enquiry being made.

Candidate Consent

Centre Name: The London Oratory School       Centre Number: 10180

Candidate Name: _______________________________ Candidate Number: ____________

<table>
<thead>
<tr>
<th>Awarding body</th>
<th>Level (A/AS /GCSE)</th>
<th>Subject</th>
<th>Paper/unit/ component code</th>
<th>Service(s) required (please tick)</th>
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I give my consent to the Headmaster to make an enquiry into the result of the examination(s) listed above. In giving consent, I understand that the final subject grade awarded to me, following an enquiry about the result, may be lower than, higher than, or the same as the grade which was originally awarded to me for this subject. I confirm that full payment has been made via ParentPay / I enclose full payment with this consent. The service fee(s) charged by the awarding body for reviews of marking and clerical checks will be refunded to me, only if the overall subject grade changes.

Candidate signature: ___________________________________________ Date: ____________

Parent Signature (Only if candidate is under the age of 18): ___________________________________________