



## Post-Results Services, Summer 2024

What to do if you have a concern about your grade:

1. Talk to your teacher or head of year about your concern as soon as possible.
2. If your teacher agrees it is worth checking your grade, they may request a copy of your script from the exam board
3. Your script will then be checked by your teacher and/or head of subject. If they agree that there has been an error, they will ask for your consent to request a review of your results:
  - a. This could be in the form of a clerical re-check if they believe the marks have been added up incorrectly, or
  - b. A review of marking to ensure that your work was marked accurately in line with the mark scheme
4. **IMPORTANT** – *if you decide to go ahead with a review of marking, your results could stay the same, go up or go down!*
5. Once the exam board has reviewed your script, they will email us the outcome and your teacher will advise you of this.
6. If a review of marking results in a change of grade, you will receive a new Statement of Results showing your new grade.
7. If a review of marking does not result in a change of grade and you still do not agree with this, you can ask the school to submit an appeal to the exam board. Please speak to your teacher before deciding to request an appeal.

It is important to note that the review of marking process does not mean that your paper will be re-marked. During a review, a lead examiner will go over your paper to ensure that

- a) All questions have been marked
- b) The examiner who marked each question has applied the mark scheme correctly and fairly

The exam boards do charge for the above services and a schedule of the fees and charges for each exam board is attached. Your teacher will discuss this with you further should a review of results be requested.

### **Deadlines:**

- **5<sup>th</sup> September 2024** - Request for your teacher to access your script for a possible review of marking
- **26<sup>th</sup> September 2024** – Request a review of marking
- **26<sup>th</sup> September 2024** – Request a copy of your script for college or re-sit purposes

Please note that we cannot request any of these services unless you have signed the Access to Scripts consent form, so please return this to the school as soon as possible.

Queries or requests for further information can be sent to the Exams Officer:

[aaancient@ramseyacademy.com](mailto:aaancient@ramseyacademy.com)