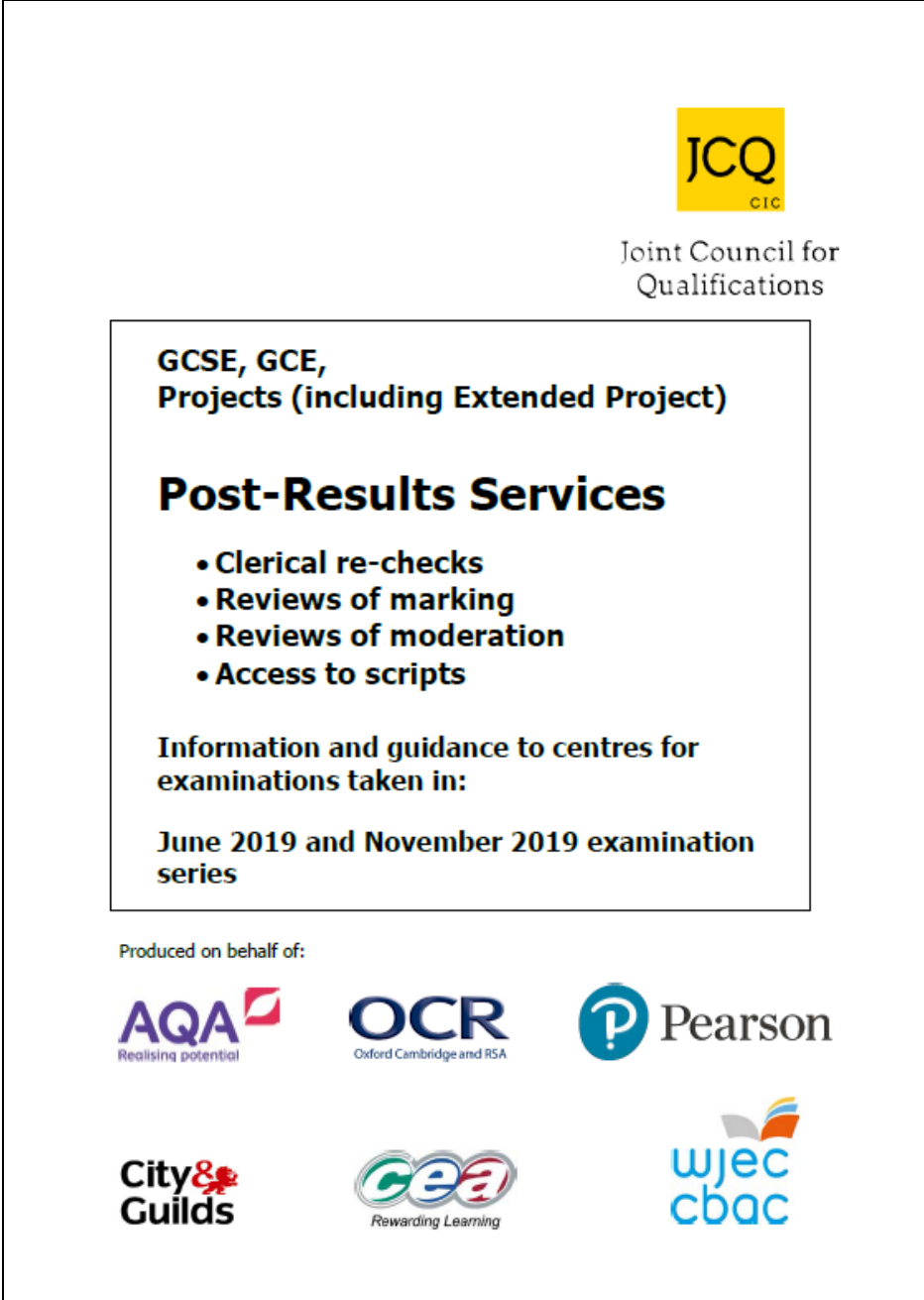


XAVERIAN COLLEGE - **POST-RESULTS SERVICES**

Unfortunately, every year some students very narrowly fail to achieve the total marks required to attain the grade/s they need for admission to their first-choice university. In addition, such grades are also typically used by many employers as part of their recruitment process, even for graduates.

The examination boards provide services (known as Post-Results Services) for students in this position. These are outlined in the following publication:



The image shows the cover of a publication titled 'Post-Results Services' for GCSE, GCE, and Projects. The cover is white with a black border. At the top right is the JCQ logo (a yellow square with 'JCQ' in black and 'CIC' in smaller black text below it) and the text 'Joint Council for Qualifications'. In the center, there is a black-bordered box containing the following text: 'GCSE, GCE, Projects (including Extended Project)', 'Post-Results Services', a bulleted list of services: 'Clerical re-checks', 'Reviews of marking', 'Reviews of moderation', and 'Access to scripts', and 'Information and guidance to centres for examinations taken in: June 2019 and November 2019 examination series'. Below this box, it says 'Produced on behalf of:' followed by logos for AQA (Realising potential), OCR (Oxford Cambridge and RSA), Pearson, City & Guilds, and wjec cbac (Rewarding Learning).

JCQ
CIC

Joint Council for
Qualifications

**GCSE, GCE,
Projects (including Extended Project)**

Post-Results Services

- Clerical re-checks
- Reviews of marking
- Reviews of moderation
- Access to scripts

**Information and guidance to centres for
examinations taken in:**

**June 2019 and November 2019 examination
series**

Produced on behalf of:

AQA
Realising potential

OCR
Oxford Cambridge and RSA

Pearson

City & Guilds

**wjec
cbac**
Rewarding Learning

<https://www.jcq.org.uk/exams-office/post-results-services>

SUMMARY OF THE POST-RESULTS SERVICES DETAILED IN THE PUBLICATION ABOVE:

CLERICAL CHECK: A clerical check ensures your paper per unit has been marked on all pages, that all marks have been counted correctly and that the results match the marks on the paper. Your grade can go up as well as down. Requests for this service must be submitted by **3.00pm Thursday 19th September 2019**.

CLERICAL CHECK WITH SCRIPT: A clerical check ensures your paper per unit has been marked on all pages, that all marks have been counted correctly and that the results match the marks on the paper alongside a copy of the checked paper. Requests for this service must be submitted by **3.00pm Thursday 19th September 2019**.

PRIORITY REVIEW OF MARKING: This is available for GCE candidates where a higher education place is dependent on the result of the enquiry. Your script is reviewed by a Senior Examiner and the outcome is returned to you. No copy of your script is provided with this service. Requests for this service must be submitted by **3.00pm Wednesday 21st August 2019**.

PRIORITY REVIEW OF MARKING WITH SCRIPT: Same as above but a photocopy script will also be provided when the review is complete. Requests for this service must be submitted by **3.00pm Wednesday 21st August 2019**.

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REVIEW OF MARKING WITH SCRIPT: Your script is reviewed by a Senior Examiner and a photocopy script is returned to you when the review is complete. Requests for this service must be submitted by **3.00pm Thursday 19th September 2019**.

**ONLY WRITTEN PAPERS ARE ELIGIBLE FOR THESE SERVICES
(NOT COURSEWORK)**

- ❖ **REMEMBER - IN ORDER TO RECEIVE ANY POST-RESULTS SERVICES, YOU MUST COMPLETE AN APPLICATION FORM AND PAY THE RELEVANT FEE.**
- ❖ **PLEASE SEE PAGES 7 & 8 FOR A COPY OF THE APPLICATION FORM**

CLERICAL RE-CHECK

- The decision to request a Clerical Re-check is your own. It will be supported by the College.
- Application forms for Clerical Re-checks can be obtained from the college on Results Day and thereafter. These are required, fully completed before your application will be processed by the College.
- Payment is required on application for Clerical Re-checks.

REVIEWS OF MARKING

- The decision to request a Review of Marking is your own. It will be supported by the College.
- Application forms for marking reviews can be obtained from the college on Results Day and thereafter. These are required, fully completed before your application will be processed by the College.
- Once you have decided which paper/s to have reviewed, if you undertake a Priority Review then, hopefully, you would receive the outcome in sufficient time to have another paper or papers reviewed should you need to do so in order to secure university admission.
- Please bear in mind that, as indicated above, Reviews of Marking cannot proceed without the written permission of the candidate and can only be requested by the College, not by an individual.
- The College cannot enter any script for a review without this written permission. No-one else (such as a parent or guardian) can provide permission on your behalf.
- Should you wish to proceed with a Review of Marking the quickest way to come in to College at some point after Results Day (ideally on the day) and complete the Review of Marking application form and pay the relevant fee.
- Alternatively, the Review of Marking application form can be e-mailed to you, but please bear in mind that, in addition to a current e-mail address, payment is required on application for a Review.
- In certain exceptional circumstances, it may be possible for the College to accept your written permission for a Review of Marking via your personal e-mail, but you will still be liable for the payment of any fees involved before the Review of Marking is submitted to the awarding body by the College. Should you attempt to provide your application for a Review of Marking in this way, a decision as to whether to accept it will be taken by the Principal in consultation with the Head of Centre.
- Given the timescales involved, a Priority Review is required if there is to be a realistic chance that the outcome will be known prior to the completion of the admission procedures of the first-choice university course.
- In addition, you can also inform the first-choice university of the pending Review in the hope that the offered place can be held until the outcome is known.

- Consequently, it is vital that a Priority Review is requested as quickly as possible – ideally on results day.
- When deciding whether to have a paper reviewed, you must bear in mind that **a review can result in a paper mark going up, down or remaining the same.**
- Consequently, you will need to be very confident that a Review of Marking will not result in your overall grade going down.
- Furthermore, if you were to miss an overall grade by a narrow margin, having all your papers reviewed may not be the best idea. For example:

A student misses an 'A' grade in Psychology by 1 mark in 2018 as they have achieved a mark of 189/288. (190/288 is required for an 'A' grade). They decide to have all three Psychology papers Reviewed, with the following outcome:

Paper 1	Mark stays the same
Paper 2	Mark increases by 3
Paper 3	Mark decreases by 5
Old total mark	189
New total mark	188
Original grade	B
New grade	B

However, if the student had chosen to have only Paper 2 Reviewed, the total mark would have increased by 3, changed to 192 and the new grade awarded would have been an 'A'.

- In other words, you need to think very carefully about how many papers to have reviewed and in what order.
- One possible strategy is to have them reviewed one at a time, beginning with a Priority Review of the paper which you feel is most likely to have been under-marked.
- Whilst you should make such a decision yourself based on your knowledge of your own performance, you may wish to seek the advice of your subject teacher and of the Curriculum Leader for that subject before you make any such decision.

This is because:

- Your subject teacher will have their own view as to which of your exam papers is the most likely to have been under-marked based on their knowledge of your performance on the whole course;
 - The Curriculum Leader will be aware of any anomalous or unusual patterns of marking relating to the performance of the whole cohort (all) of students taking examinations in their subject.
- Remember that you may be able to request access to your script prior to applying for a Review of Marking. However, if you do so, this will slow the process down.

REVIEWS OF MODERATION

- These will be instigated by the College.
- However, if you have any concerns relating to the mark you have been awarded for internally assessed work, please contact the Head of Centre using the following e-mail address: **p.herdan@xaverian.ac.uk**

ACCESS TO SCRIPTS

- The decision to request access to a script or scripts is your own. It will be supported by the College.
- Please bear in mind that, as indicated above, a request for access to a script or scripts cannot proceed without the written permission of the candidate.
- The College cannot request access to a script or script without this written permission. No-one else (such as a parent or guardian) can provide permission on your behalf.
- Payment is required on application for Access to Scripts.

CHARGES

- As noted above, no application for any Post-Result Service can proceed until full payment has been made to the College.
- This includes applications for Post-Result Services made via post or e-mail.

A summary of services, fees, and deadlines follows:

‘A/S’ AND ‘A’ LEVEL					
Service	Deadline for Return	AQA	OCR	Edexcel	WJEC
CLERICAL CHECK	Thursday 19 th September 2019	£16.10	£17.45	£11.10	tbc
CLERICAL CHECK WITH SCRIPT	Thursday 19 th September 2019	£31.00	£29.60	£23.50	tbc
PRIORITY REVIEW OF MARKING	Wednesday 21 st August 2019	£52.00	£59.80	£55.00	tbc
PRIORITY REVIEW OF MARKING WITH SCRIPT	Wednesday 21 st August 2019	£66.50	£71.95	£67.00	tbc
REVIEW OF MARKING	Thursday 19 th September 2019	£43.50	£48.50	£46.00	tbc
REVIEW OF MARKING WITH SCRIPT	Thursday 19 th September 2019	£58.00	£60.65	£58.50	tbc

(ALL FEES ARE PER PAPER)

STAFF AVAILABILITY & ADVICE

- The College would like to offer you the best possible advice in relation to the wisdom of having a Review of Marking.
- The most straightforward way to obtain such advice is to attend College before 13.00 on Results Day (**August 15th, 2019**) when appropriate staff will be available to talk to you.
- Senior staff will be available from Results Day onwards. They can be contacted via Student Services in the first instance on: 0161 224 1781 or via e-mail: **college@xaverian.ac.uk**

- If you cannot attend College on Results Day, you can contact the Curriculum Leader and/or your teacher for the subject/s about which you have concerns via their College e-mail address.
- They can also be contacted via the College e-mail address (college@xaverian.ac.uk). Please ensure that, should you do this, it is clear which member of staff your e-mail should be forwarded to.

APPEALS AGAINST THE OUTCOME OF A REVIEW OF RESULTS

- In certain exceptional circumstances, a student may choose to make an appeal against the mark they have been awarded following a Review of Marking or Review of Moderation.

The JCQ have provided the following information:

Appeals

- The appeals process is available to centres, and private candidates, who remain dissatisfied **after receiving the outcome of a review of results**.
- Reference should be made to the JCQ publication A guide to the awarding bodies' appeals processes which is available on the JCQ website <http://www.jcq.org.uk/exams-office/appeals>
- The above-mentioned booklet provides full details of the awarding bodies' appeals processes and the associated timescales.
- **Appeals can only be submitted after the outcome of a review of results has been reported to the centre.**
- **An appeal against a moderation decision cannot be made on behalf of an individual candidate.**
- **In respect of internal candidates, only the head of centre can submit an appeal to the relevant awarding body.**
- Appeals **must** be made in writing and clearly state the grounds for appeal.
- Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.

- Should the college decide not to support an Appeal against the outcomes of a review of results, you are entitled to appeal this decision.
- Details of the internal appeals procedure will be issued to you upon request and can also be found in the Examinations section of the college website.

COMMUNICATION OF OUTCOMES

- You will be contacted with information relating to any Post-Results Services you have requested via the e-mail address and/or phone number you are required to provide on your application form as soon as possible after the College has been informed of the outcome.

ADDITIONAL INFORMATION

Addition information relating to Post-Results Services can be found on the following JCQ website:

<https://www.jcq.org.uk/exams-office/post-results-services>

FOR OFFICE USE ONLY:Date received in
Student Services:Date on
till – X1:Amount taken
in till:**APPLICATION FOR ENQUIRIES ON RESULTS - AS & A LEVEL**

A. Please complete the following in BLOCK CAPITALS (a separate form must be used for each request)

Surname:		Forename(s):	
Candidate Number:		Date of Birth:	

Subject:		Level (AS / A Level etc.):	
Unit Title:		Unit Code:	
Grade Achieved:		Mark Achieved:	

Examination Board (please tick one):

AQA	<input type="checkbox"/>	Edexcel	<input type="checkbox"/>	OCR	<input type="checkbox"/>	WJEC	<input type="checkbox"/>
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Service required (please tick one):

CLERICAL CHECK	<input type="checkbox"/>	CLERICAL CHECK WITH SCRIPT	<input type="checkbox"/>	PRIORITY REVIEW OF MARKING	<input type="checkbox"/>
PRIORITY REVIEW OF MARKING WITH SCRIPT	<input type="checkbox"/>	REVIEW OF MARKING	<input type="checkbox"/>	REVIEW OF MARKING WITH SCRIPT	<input type="checkbox"/>

Address:		Home Telephone Number:	
		Mobile Telephone Number:	
Postcode:		Email Address:	

Enquiries on Results Consent

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

1. Your original mark is confirmed as correct, and there is no change to your grade
2. Your original mark is raised so that your final grade may be higher than the original grade you received
3. **YOUR ORIGINAL MARK IS LOWERED SO THAT YOUR FINAL GRADE MAY BE LOWER THAN THE ORIGINAL GRADE YOU RECEIVED**

In order to proceed with the enquiry or appeal, you must sign the form below. This tells the Head of your Centre that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination listed above. **In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.**

Signed:

Date:

PTO

B. The examination boards offer the following services:

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(ALL FEES ARE PER PAPER)

C. Please provide payment in cash or cheque (made payable to 'Xaverian College') for the service you require and return this form to Student Services before the relevant deadline. **NO REQUESTS CAN BE PROCESSED AFTER THE DEADLINE HAS PASSED.**