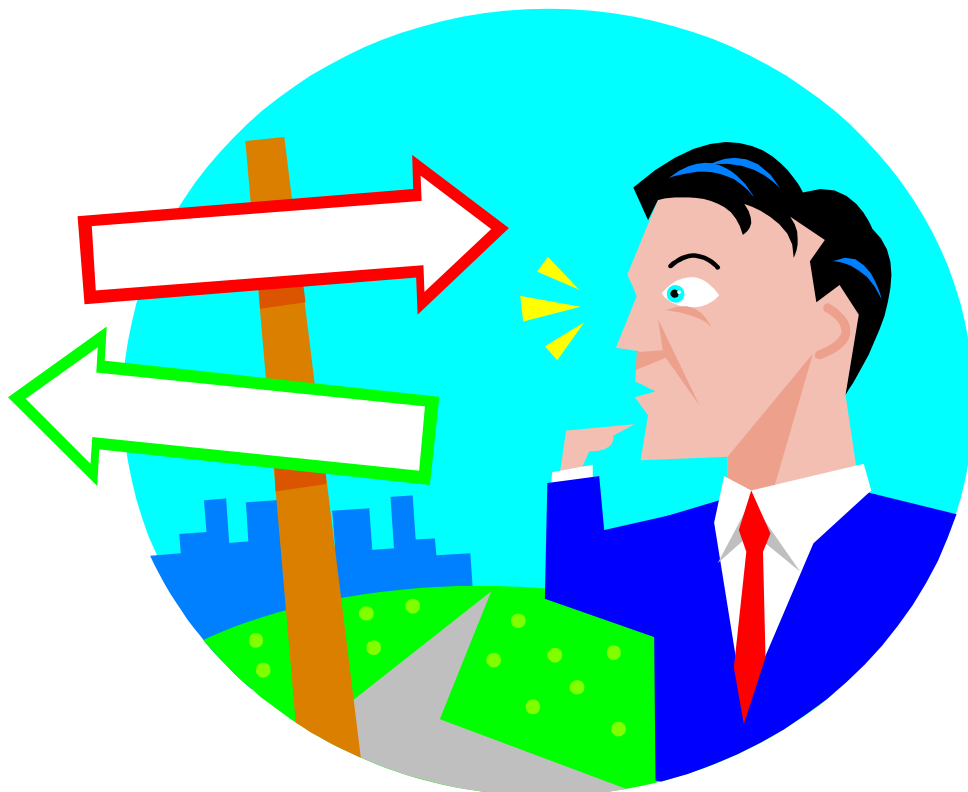


BOURNVILLE SCHOOL AND SIXTH FORM CENTRE

**HAVE YOU GOT THE RESULT YOU
WERE EXPECTING?**

NO?

**MAYBE YOU SHOULD TALK TO
YOUR TEACHER ABOUT POST
RESULT SERVICES?**



BOURNVILLE SCHOOL AND SIXTH FORM CENTRE
POST RESULTS SERVICES APPLICATION
Summer 2009

The examination board have put in place procedures call “Enquiries about Results” and “Access to Scripts”.

Enquiries about Results – this is a service that can be used to check your examination grade with the board, if your examination grade is significantly lower than your predicted grade. There are different levels of service, costing varying amounts. **You should note that your grade can go down as well as up!**

If your grades are significantly lower than predicted there are different options available to you which you should discuss with your subject teacher.

➤ **Service 1 (Clerical re-check)**

This service offers a re-check of all clerical procedures leading to the issue of a result. This service will include:-

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks
- The application of any adjustments
- The application of grade thresholds
- The application of any special consideration, where applicable
- **If requested** a photocopy of the re-checked script(s) for those units/components included in the access to scripts

➤ **Service 2 (Post Results Review of Marking)**

This service offers a review of the original marking of externally assessed components of a unit or linear specification to ensure that the agreed mark scheme has been applied correctly. This service will include

- The clerical re-checks detailed in Service 1
- A review of marking as described above
- **If requested** a photocopy of the re-marked script(s) for those units/components included in access to scripts.

The Target for completion is within 35 days of the awarding body receiving the request.

➤ **Priority Service 2 (Post Results Review of Marking)**

This is as Service 2, but is only available if both of the following criteria are met.

- The enquiry is about a GCE, VCE, AES
- A candidates place in further/higher education depends on the outcome

The Target for completion is within 20 days of the awarding body receiving the request.

➤ **Service 3 (Re-moderation of the original sample of centre assessed coursework)**

This service offers a re-moderation of the centre's coursework marks by an experienced moderator for the specification. Please note that if the centre's coursework marks have been accepted without change by an Awarding Body, this service will not be available. The service will include:

- Replicate the original moderation procedures
- Be undertaken on the original sample of candidate's' work.
- Include feedback similar to that provided following the original moderation.

➤ **Access to Scripts** – this is a service to receive back one of your examination scripts. If you get your original script back, you will obviously be unable to challenge any point on the script with the examination board, as the script has not remained confidential.

An application (with payment) for any service must be received by Mrs Pinfield by the deadline dates given in the table below together with the completed form(s)

All applications should made in consultation with your teacher and director of learning for the subject.

Service and dates for receipt of signed application with payment by Mrs Pinfield	Notes	Cost per paper (£)
Service 1 Clerical Check - Deadline 15 September	Per paper	15.00
Service 2 Priority Re-Mark - Deadline 25 August	Per Paper	50.00
Service 2 Re-mark with copy of paper - Deadline 15 September	Per paper	50.00
Original Script Return - Deadline 4th October	Per Paper	10.00

Service and dates for receipt of signed application with payment by Mrs Pinfield	Notes	Cost per paper (£)
Service 1 Clerical Check - Deadline 15 September	Per paper	15.00
Service 2 Re-mark - Deadline 15 September	Per paper	45.00
Original Script Return - Deadline 4th October	Per Paper	10.00

Application for Enquiries About Results and Candidate Consent Form

Students Name	Subject	Board	Paper No (if applicable)	Service 1, 2, Priority 2 or 3	Photocopy of remarked script (Y/N)	Return of Original Script (Y/N)	Cost
Total Cost							

Students requesting a Service 1 or 2 enquiry should read the following statement before signing below

I understand that an enquiry (service 1 or 2) about the result of one or more of my examinations after the subject grade has been issues may have one of the three possible outcomes

- The original mark is lowered, so my final grade may be lower than the original grade I received
- The original mark is confirmed as correct, and there is no change to my grade
- The original mark is raised, so my final grade may be higher than the original grade I received.

In order to proceed with the enquiry or appeal, you must sign below. This tells the Head of 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(s) 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.

All Students to sign to give authority for the school to proceed with the service requested.

Student signature

Date

Signed

Subject Teacher

Payments should be included with your application – cheques payable to “Bournville School and Sixth Form Centre”. Please return completed form (with payment) to Mrs Pinfield in the Exams Office by the deadline dates given in the fees table.