



Post-Results Service Policy

Reviews of Marking and Appeals to Awarding Bodies against externally set and marked examinations

Blessed Thomas Holford College is committed to ensuring that candidates with concerns regarding their examination results have these concerns addressed in a timely manner and in accordance with the following procedures:

- A candidate must make the Exams Officer aware, in writing/email, of their desire to request a Review of Marking from the awarding body.
- Candidates and their parent(s)/guardian(s) will be made aware of the possibility of the marks decreasing as well as increasing. The revised mark/grade will be the final one.
- Candidates and their parent(s)/guardian(s) will be made aware of the fee(s) payable for this service, as well as the likely timescale for this process to be carried out by the awarding body. These costs will be met entirely by the candidate and their parent(s)/guardian(s).
- Once confirmation of payment has been received, the Exams Officer will submit the application to the awarding body on behalf of the candidate. This application will be made online through the relevant awarding body's online system.
- The fee(s) for Reviews of Marking that result in an increase in grade will be refunded back to the original method of payment.
- Candidates will be informed of the decision of the awarding body when a decision is conveyed back to the College.

In the event the awarding body upholds its original examination award, then the College may choose to appeal this, in consultation and agreement with the candidate and their parent(s)/guardian(s). Appeals would only be against the process and not the outcome. Any appeal will not change the outcome of the Review of Marking. The fees to appeal are set internally by awarding bodies. Candidates, parents and guardians are liable for these fees, and this information will be communicated to them.

Access to Scripts

The Exams Office will provide forms for students to complete and sign, in which they can give their consent to scripts being recalled by teaching staff for training or teaching purposes. This form itself does not request any scripts to be recalled, it only gives consent should a later request be made.

Teaching staff may request for scripts to be recalled for training or teaching purposes. The request must be made to the Exam Officer who will check that candidates have given written consent. The Exams Officer

will then make the request to the relevant awarding body and will forward on the scripts once they are made available. All personal information identifying the candidate will be removed if it is being used for teaching purposes.

If candidates wish to recall any scripts, they must make a written (or email) request directly to the Exams Officer. The Exams Officer will then make the application to the relevant awarding body and will forward on the scripts once they are made available. This is a free service.

Candidates may request that teaching staff review their marked scripts if they are considering applying for a Review of Marking. Teaching staff are under no obligation to do so but may volunteer their free time to look through the scripts and offer their opinions on the marking. The final decision for applying for a Review of Marking must rest solely on the candidate due to the risks and financial costs involved.

All scripts kept securely at the Centre will be disposed of in a confidential manner when no longer required.