

## Results Day Organisation and Appeals Information 2024

Results days in 2024 are scheduled on the following dates and times:

Qualification Type	Date	School Opening Times	Location
<b>A-Level and Level 3 Qualifications</b>	Thursday 15 <sup>th</sup> August	8.00am – 12.00pm	Minor hall
<b>GCSE and Level 2 Qualifications</b>	Thursday 22 <sup>nd</sup> August	9.00am – 12.00pm	Minor hall

### Collecting your results:

- There are a number of ways of receiving your results. If you intend to arrive at school, you do not need to let us know and can arrive at a time of your choosing on results day. You may also choose to receive your results by email (these will be sent no later than 10.30am), or by telephone (results will be made available before 10.30am). If you wish to receive your results by telephone call or email, you must indicate your preferred phone number or email you wish us to use. Please contact Mrs. Mosley (exams officer) at school by phoning 01629 825577 or emailing [smosley@anthonygell.co.uk](mailto:smosley@anthonygell.co.uk). If you would like to nominate another person to collect your results (e.g. a parent/friend), then please contact Mrs. Mosley to share this information. **Please note, we cannot share your results with another person, even if this is your parent, without your permission.**

### Advice and Information on results day

- Staff will be available, in school**, on results day to support you and to offer advice.
  - A-Level / Level 3 qualifications. Staff will be here to support you with any issues you may face e.g. should you need to investigate clearing opportunities. Staff will be available between 8.00am and 12.00pm on results day
  - GCSE / Level 2 qualifications. Staff will be here to support you should you need advice on e.g. 6<sup>th</sup> form entry and or college applications. Staff will be available between 9.0am and 12.00pm on results day

#### **\*\*Please be aware:**

- all post-results services and subsequent appeals can only be carried out with the candidates written permission**
  - Please note that, as a result of any post-result service or appeal, marks and subject grades could go down as well as up and candidates must provide their written consent before a request is submitted**
- Post-results services.** Once you receive your results you are entitled to access a range of 'post results services'. On results day (and when we return to school this Autumn, following the summer holidays), we will be able to show you the marks you have been awarded and how this relates to the grade boundaries. Sometimes, if your marks are close to the next grade up, we may advise you to consider a review of marking for one or more of your exam papers, as shown in the table on page 2. **Post-results services e.g. a review of marking, can be carried out on a named exam paper or (if chosen) across all papers in a particular qualification** These include the following:

Post-Result Service	Description	Timeline – important dates
<b>Service 1 (Clerical re-check).</b>	This service will include the following checks: <ul style="list-style-type: none"> <li>• that all parts of the script have been marked;</li> <li>• the totalling of marks;</li> <li>• the recording of marks</li> </ul>	<b>26<sup>th</sup> September 2024</b> – final date for requests to arrive at the exam board
<b>Service 2 (Review of marking)</b>	This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of: <ul style="list-style-type: none"> <li>• an administrative error;</li> <li>• a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;</li> <li>• an unreasonable exercise of academic judgement (inaccurate marking of a paper)</li> </ul> <p>Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking</p>	<b>26<sup>th</sup> September 2024</b> – final date for requests to arrive at the exam board
<b>Priority Service 2 (Review of marking)</b>	The service is available for externally assessed components of GCE A-level specifications. This is a priority review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of: <ul style="list-style-type: none"> <li>• an administrative error</li> <li>• a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer</li> <li>• an unreasonable exercise of academic judgement</li> </ul> <p>Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.</p>	<b>22<sup>nd</sup> August 2024</b> - final date for requests to arrive at the exam board
<b>Service 3 (Review of moderation)</b>	This is a review of the original moderation of coursework to ensure that the assessment criteria have been fairly, reliably and consistently applied. <b>It is not a re-moderation of candidates' work.</b> <p>Please note that if your school's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.</p> <p>A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.</p>	<b>26<sup>th</sup> September 2024</b> – final date for requests to arrive at the exam board

**Submission of requests for post results services** – submissions for the above services can only be made through the school and by completing form "Appendix A – Clerical re-checks, reviews of marking and appeals" which will be available in school from results day and ending on the dates shown above: Appendix A can be found by following this link [Post Results Services - LINK](#).

**Please note, there are charges for any post-results services. These can be found on the exam board websites, but we will be able to let you know what these are in school on results day.**

**N.B. 'Priority Service 2' above is for Sixth Form students only who need to access this priority service to assist in course applications along with other transitions.**

3) **Appeals** – appeals are a process that takes place following a request to access a post results service and you are still concerned about the grades you have gained. N.B. Appeals can only be submitted by the Head of Centre of the school (Mr. Kelly) after request by the candidate and based on the evidence for the appeal. Individual students and/or parents cannot independently appeal to the awarding body.

An appeal may be submitted if the appellant\* (the Head of Centre) considers that either:

- a marking or moderation (or a review of marking/moderation) error has occurred; or
- the awarding body did not apply its procedures consistently, properly or fairly.

There are three different types of appeal as shown in the table below:

Appeal Type	Description	Timeline – important dates
Appeals against results	<p>Appeals against the outcomes of post-results services (clerical re-checks, reviews of marking and reviews of moderation). These are detailed in point 2 above.</p> <ul style="list-style-type: none"> <li>• <b>A Marking Error</b> is defined as the awarding of a mark which could not reasonably have been awarded given the evidence generated by the Learner, the criteria against which Learners' performance is differentiated and any procedures of the awarding organisation in relation to marking</li> <li>• <b>A Moderation Error (checks on the teachers marking of coursework carried out by the awarding body)</b> is defined as a moderation outcome which could not reasonably have been arrived at given the evidence generated by Learners which was considered for the purpose of Moderation, the centre's marking of that evidence, the criteria against which Learners' performance is differentiated and any procedure of the awarding organisation in relation to moderation, including in particular where the outcome of moderation is based on - an administrative error; a failure to apply such criteria and procedures to the evidence generated by the Learner(s) where that failure did not involve the exercise of academic judgment; or an unreasonable exercise of academic judgment</li> </ul> <p>If an application for an appeal is accepted, an investigation into candidates' or centre's results, and/or the awarding body's procedures, will follow.</p>	<p>Appeals must be made within <b>30 calendar days</b> of the awarding body issuing the outcome of the clerical re-check, review of marking or review of moderation ("the Outcome")</p> <p>A request for an appeal hearing must be made within <b>14 calendar days of receipt of the preliminary appeal</b> (see page 4 for stages of the appeals process) outcome letter. Awarding bodies will usually reject appeals made outside of this timescale.</p>
Appeals against malpractice decisions	<p><b>Malpractice</b>, includes any act which:</p> <ul style="list-style-type: none"> <li>• compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or</li> <li>• damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre</li> </ul> <p>Instances of malpractice arise for a variety of reasons:</p> <ul style="list-style-type: none"> <li>• some incidents are intentional and aim to give an unfair advantage in an examination or assessment;</li> </ul>	<p>Applications for an appeal should be made within <b>14 calendar days</b> of receiving the malpractice decision</p>

Appeal Type	Description	Timeline – important dates
	<ul style="list-style-type: none"> <li>• some incidents arise due to a lack of awareness of the regulations, carelessness, or forgetfulness in applying the regulations;</li> <li>• some occur as a result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds and the supervision of candidates is disrupted).</li> </ul> <p>A head of centre must inform candidates that he/she is submitting an appeal on their behalf. The candidate may submit a statement. <b>Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body.</b> Representations must be made to the head of centre where the candidate was entered or registered.</p> <p>Appeals may be initiated against a finding of malpractice and/or the sanction imposed by the awarding body. It is not possible to appeal against a decision to take no further action or against a sanction which is perceived to be too lenient.</p> <p>Appeals must be based on reasonable grounds which relate to the incident in question. The following are accepted as reasonable grounds:</p> <ul style="list-style-type: none"> <li>• the incident was not dealt with in accordance with the published procedures as detailed in the JCQ publication Suspected Malpractice – Policies and Procedures;</li> <li>• the decision was unreasonable in light of the evidence presented to the Malpractice Committee;</li> <li>• further evidence (including medical evidence) has come to light which may change the awarding body's decision;</li> <li>• the sanction imposed is disproportionate to the seriousness of the malpractice.</li> </ul>	
<p>Appeals against decisions made in respect of access arrangements, reasonable adjustments and special consideration</p>	<p>The awarding bodies recognise that there are some candidates who may be prevented from demonstrating their achievement because of:</p> <ul style="list-style-type: none"> <li>• a permanent or long-term disability, learning difficulty or medical condition;</li> <li>• a temporary disability, illness or indisposition immediate to or at the time of the examination;</li> <li>• circumstances at the time of or during the examination or assessment.</li> </ul> <ul style="list-style-type: none"> <li>- <b>Access arrangements</b> and reasonable adjustments are pre-examination adjustments approved before an examination or assessment. They allow candidates with special educational needs, disabilities or temporary injuries to access the examination or assessment.</li> <li>- <b>Special consideration</b> is an adjustment to a candidate's mark or grade to reflect temporary illness, injury or other indisposition at the time of the examination or assessment.</li> </ul> <p>Where a candidate feels their access entitlements or special consideration needs were not correctly considered, they should make a submission for a 'preliminary hearing' with the centre to discuss their concerns. Candidates should be informed of the outcome of this preliminary hearing. If the</p>	<p>The appeal request should be made within <b>14 calendar days</b> of receiving the original decision (preliminary hearing)</p>

Appeal Type	Description	Timeline – important dates
	candidate disagrees with the outcome of the preliminary stage, a written request for an appeal hearing should be sent to the relevant awarding body. The appeal should set out clearly and concisely the grounds for the appeal.	

**There are two stages to an appeal process:**

- 1) The preliminary stage involves a consideration of the case by an awarding body officer who has not had any previous involvement with or personal interest in the matter. This preliminary stage will include consideration of the written submission from the appellant. After the preliminary stage the case will either be not upheld or upheld in whole or in part. If the case is upheld any necessary further work on the candidates' scripts or results will be undertaken. The preliminary stage outcome letter with reasons will be sent to the appellant. The letter will also detail the next available stage of the appeals process. Following the preliminary stage, the appellant may pursue the appeal to a hearing.
- 2) Following the preliminary stage, the appellant may pursue the appeal to a hearing. The appellant is the head of centre who submits the appeal. Where the appellant wishes to proceed to the next stage of the appeal (a hearing), a written request for an appeal hearing must be sent to the relevant awarding body. An appeal hearing is designed to ensure that the appellant has a formal opportunity to present their case to an impartial body. A member of centre staff must represent the centre at the appeal hearing for internal candidate appeals.

**How do I apply for a post-results service or appeal, following a post-results service outcome is known?**

The full guidance documents detailing the processes outlined above can be found by using the links below.

Joint Council for Qualifications (JCQ) – post results service document: [Post Results Services - LINK](#)

JCQ - Appeals guidance: [Appeals process - LINK](#)

**Staff will be in school on results days to assist you with these processes. However, should you be unable to visit school on results day, we will be available via phone-call to our switchboard on 01629825577 or on our return to school in September.**