



# **Castle Donington College**

## **Results Guidance**

### **Summer 2023 Results, Appeals and Certificates**

This guidance is reviewed annually to  
ensure compliance with current regulations

Reviewed by:	D Shatford
Approved by:	N Barratt J Sheppard
Review date:	June 2024

## Results

On the candidate statement of results (results slip) and certificates, grades will be reported in the same way as in previous years.

Results will be issued on Results day in August as follows:

Date	Qualification type
Thursday 24 <sup>th</sup> August 2023	GCSE and other Level 1/2 qualifications
<b>Time:</b> 9:30am – 11:30am	

## Arrangements for Results day

The College will be open from 9:30am on Thursday 24<sup>th</sup> August for you to come and collect your provisional results from the Hall. Staff will be present to celebrate your successes and answer any queries you may have. You will need a copy of these provisional results to take to your Post-16 placement.

If you are unable to collect your results in person, these can be collected on your behalf, you will need to:

- Email [examinations@cdcollege.uk](mailto:examinations@cdcollege.uk) to confirm your consent and the details of who will be collecting your results;
- The person collecting will need to provide photographic ID

Results will also be made available on Thursday 24<sup>th</sup> August via Go4Schools. **Candidates only** will be given access to Go4Schools from **10:00am on Thursday 24<sup>th</sup> August** until 23:59pm on Tuesday 29<sup>th</sup> August 2023.

## Concerns about your results?

If you have concerns about your results after they have been published then speak to your subject teacher, Head of Department or the Examinations Officer. They will be able to explain to you what (if anything) can be done regarding your query. All queries should be raised immediately as there are tight deadlines to be met if any action needs to be taken. The final decision on whether to process a review of results lies with the Principal, Mrs Sheppard.

Awarding bodies will only accept requests for reviews of marking from centres and not from candidates or their parents.

There is an appeals process in place. If you appeal, your grade could **go up, go down** or **stay the same**.

## What to do if you think your grade is wrong – the appeals process

- Access to script to support a review of marking
- Service 1 – Clerical re-check
- Service 2 – Review of Marking

### Key Dates

#### **24<sup>th</sup> August to 7<sup>th</sup> September 2023 – Access to Scripts**

Candidates can request a copy of their script to support a Review of Marking by emailing [examinations@cdcollege.uk](mailto:examinations@cdcollege.uk)

Teachers may wish to review your scripts to be able to advise on a Review of Marking. Additionally, teachers may want to use your script to support teaching and learning, however if requested, your name and candidate number can be removed from the script before it is used. For both these services, we require your permission and relevant forms need to be signed.

#### **24<sup>th</sup> August to 28<sup>th</sup> September 2023 – Service 1 (Clerical re-check)**

The request must be received by the awarding body by 28 September 2023.

Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests). This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

#### **24<sup>th</sup> August to 28<sup>th</sup> September 2023 – Service 2 (Review of marking)**

The request must be received by the awarding body by 28 September 2023.

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:

- an administrative error;
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
- an unreasonable exercise of academic judgement.

The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking.

The service is available for externally assessed components of both unitised and linear GCSE specifications and will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

Please note if a RoMs is processed, we will need your permission and require you to complete a form providing consent as **marks can either go up or down or remain the same.** There are also fees applicable for these services.

Fees applicable for the above will need to be paid by the student/parents/carers.

### **Outcome of reviews**

The outcome of each review will be confirmed by the respective awarding body to the examinations officer within a confirmed timeframe. The outcome and correspondence from the exam board will then be emailed to the student.

Fees will only be refunded if the grade goes up. The awarding body will provide a reason for the decision of a review of marking.

If the mark has changed, the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure:

- if the 'right' mark was not given in a task where there is a 'right' or 'wrong' mark;
- if there has been an unreasonable exercise of academic judgement

The awarding bodies will provide a reason for the above errors.

### **Certificates**

Certificates are available for collection as follows:

Date(s)	From Monday 27 <sup>th</sup> November 2023	Time(s)	During school hours (9:00 – 3:00)
Collection point	Castle Donington College, Reception	<b>Identification must be provided on collection</b>	

### **Checking certificates**

On collection, students should carefully check their personal information (name, date of birth, etc.) is correct and that the correct final grade(s) are shown. Students will be required to sign that certificates have been collected and confirm they are correct

### **Uncollected certificates**

Certificates will be retained for a 12-month period and will then be confidentially destroyed.

In case of a query, please contact the Exams Officer, Mrs Debbie Shatford on 01332 810528 or [examinations@cdcollege.uk](mailto:examinations@cdcollege.uk)

Candidates may receive their certificates:

- In person at the College;
- Provide a stamped addressed envelope  
The envelope must be A4 size and hard backed. The postage should cover recorded delivery. If any certificates are lost in the post, the student may be charged to gain a replacement;
- Collected and signed for by a third party  
Students may arrange for certificates to be collected on their behalf by providing the Examination Officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

# Important Information

## **Enquiries About Results (EAR)**

**Candidate consent required BEFORE processing**

### **Access to Scripts**

Copy of scripts returned to decide if a standard review of marking should be applied for

You must submit your consent form by **7<sup>th</sup> September 2023**

### **Service 1**

#### **i) Clerical re-check**

#### **ii) Clerical re-check + photocopy of script**

A check that all parts of a paper have been marked, marks are correctly counted and match the result

You must submit your EAR form and payment by **28<sup>th</sup> September 2023**

### **Service 2**

#### **Review of Marking**

A review of the original marking by a second examiner to ensure it is free from error.  
Reviewers will not re-mark the script

You must submit your EAR form and payment by **28<sup>th</sup> September 2023**

### **Scripts to support teaching and learning**

You must complete a pro-forma by **28<sup>th</sup> September 2023**

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### **Certificates**

Any certificates issued as a result of your Summer 2023 examinations will be available for collection from the College from Monday 27<sup>th</sup> November 2023. Further details will be emailed in the Autumn term.

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*All certificates will only be available from the College until November 2024. After this date, or if you require copies of any certificates, you must approach the relevant awarding body.*

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# If you have any queries with your results

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If you are unhappy with your results, please speak to a member of staff about your options.  
You might decide to see a copy of your script, have a clerical check and/or go for a review of marking.

You will need to provide written consent before we can request any services on your behalf.

## Access to Scripts

The Examinations Officer can request a return of your marked script on your behalf. This service is called an 'Access to Script' request. You can request a photocopy of the marked exam paper to help you to decide whether to request a clerical re-check or a review of marking. If you make a request for the **original** script to be returned, you cannot then go on to request a Review of Marking.

## Review of Marking

- Before deciding to request a review of marking you **must** speak to a member of staff. They may have additional information on how you performed during your assessment and be able to provide you with guidance.
- If you want to request a review of marking for a paper and to receive the original of that paper, you must request this at the same time.
- The majority of review of marking requests do **not** result in a change to a grade, simply because the review of marking has shown that the original grade was accurate. However, it is possible that **your grade could go up, go down or stay the same.**

If your grade goes down, you cannot reject the review of marking and go back to the original grade. The only way to improve your grade would be to re-sit the exam.

- Only the Examinations Officer can request the review on your behalf. Exam Boards cannot accept requests from individual students or their parents, even if the college is closed.
- Once outcomes are received, these will be passed onto you by the College.
- Fees are incurred for administering any reviews/access to scripts and must be paid in advance of processing the request, see separate fee details.

# How long does a review of marking take?

The time taken for a review will depend on the type of service you have requested. It's important you make your request as soon as possible.

The exam boards understand how important your results are to you and aim to provide an outcome as quickly as possible.

## Appeals

Please speak to the Exams Officer or member SLT if you would like to appeal, this means you do not accept your grade and this must be submitted within two weeks of receiving the relevant decision or outcome from us. The College will need to submit an appeal on your behalf.

## Complaints

If you have any exams-related complaints, you should contact the Examinations Officer first. If you have ongoing concerns about their response, you will need to contact the relevant exam board.

## CASTLE DONINGTON COLLEGE - Post-Results services: request, consent and payment form

<b><u>Name:</u></b>	<b><u>Candidate contact number</u></b>
<b><u>Candidate number:</u></b>	<b><u>Candidate Email:</u></b>

### **Students MUST speak to a member of SLT/Teacher before proceeding with a request**

**IMPORTANT INFORMATION:** If an enquiry is made about the result of one of your examinations, **marks and grades can go up, go down or stay exactly the same.** If your grade goes down, you cannot then reject the review of marking and revert to the original grade.

In order to proceed with a request, you must complete this form, sign and return it to Reception to make payment.

Awarding Body	Qualification level	Subject title	Paper No.	Service	Fee (per paper)
					£
					£
					£
					£
					£
					£
				Total cost	£



## Review of Results - Candidate consent

I give my consent to the College to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

I confirm that where I am applying for a review of marking, this has been discussed with ..... prior to the request being made.

**By signing here, I confirm my consent/agreement with the above:**

Signature ..... Date: .....

### FOR EXAMS OFFICE USE ONLY

Total fee(s) received	£	Service(s) applied for	Date	Outcome(s) received	Date	Candidate notified	Date	Outcome(s) complete	Date
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## Access to Scripts

### Candidate consent form for access to and use of examination scripts

<u><b>Centre number</b></u> 25167	<u><b>Centre name</b></u> Castle Donington College
<u><b>Candidate name/number:</b></u>	<u><b>Component unit/code</b></u>

☐ I consent to my scripts being accessed by Castle Donington College

Tick ONE of the boxes below:

☐ If any of my scripts are used in the classroom, I **do not** wish anyone to know they are mine.  
My name and candidate number must be removed.

- ☐ If any of my scripts are used in the classroom, I **have no objection** to other people knowing they are mine.

Signed: ..... Date: .....

## Castle Donington College Post Results Fees - 2023

Post-results service	Deadline (Final date for requesting)	AQA fees and charges Click <a href="#">here</a>	OCR fees and charges Click <a href="#">here</a>	Pearson fees and charges Click <a href="#">here</a>	WJEC / Eduqas fees and charges Click <a href="#">here</a>
<b>RoR Service 1</b> Clerical re-check	28 September 2023	£ 8.70	£ 10.00	£ 12.50	£ 11.00
<b>RoR Service 2</b> Review of marking	28 September 2023	£ 40.35 (includes a copy of script)	£ 57.50	£ 51.70	£ 40.00
<b>RoR Service 3</b> Review of moderation <sup>1</sup>	28 September 2023	£242.50	£266.00	£247.80	£32.00 per candidate
<b>Appeals</b> (Stage 1) Preliminary Appeal	Within 30 calendar days (of the awarding body issuing the RoR outcome)	£120.05	£175.50	£140.00	£120.00
(Stage 2) Appeal Hearing	Within 14 calendar days (of receipt of the preliminary appeal outcome letter)	£205.05	£250.75	£180.00	£200.00
<b>ATS</b> Copy of script to support <b>review of marking</b> <sup>2</sup>	7 September 2023	FREE	FREE	FREE	FREE

<sup>1</sup> This service is not available to individual candidates

<sup>2</sup> This service is to request a copy of script to support a non-priority **review of marking**

<b>ATS</b> Copy of script to support <b>teaching and learning</b>	28 September 2023	FREE	FREE	FREE	FREE
<b>ATS</b> Post-review of marking copy of script <sup>3</sup>	28 September 2023	£ 8.70	£ 10.00	£ 13.80	£ 11.00

## Fees are per script, NOT per subject

Payment **must be made before the enquiry can proceed**. If, as a result of the enquiry, the subject grade is altered, then a refund may be given

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<sup>3</sup> Where a copy of a post-review of marking script is required, this should normally be applied for at the same time as the review of marking request to meet the relevant non-priority RoR service deadline