

International School of Creative Arts

# **Post Results Policy & Procedures**

May 2018

## Control Page

<b>Document Title</b>	Post Results Policy & procedures
<b>Document Reference</b>	ISCA 27
<b>Version</b>	2.0
<b>Author</b>	Executive Director
<b>Location</b>	Policy File, Head of School's Office
<b>Controller</b>	Head of School
<b>Sensitivity</b>	General Issue
<b>Date of Document</b>	April 2018
<b>Approved</b>	Senior Management Team
<b>Date Approved</b>	May 2018

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The ISCA Post-Result Policy and Procedures complies and should be read together with:

- *JCQ Post Results Services Booklet*
- *JCQ Guide to the Appeals Process*

## 1. Externally Assessed Exams (e.g. Maths and Languages)

### 1.1 Introduction

- All Enquiries about Results (EaRs) for externally assessed exams must go through the Exam Centre (ISCA). Candidates may not contact the Awarding Body directly (Pearson, OCR, AQA etc.). If they do, they will be referred back to ISCA.
- All enquiries about results must be made in writing to the Centre Head no more than 4 days after the results have been published to candidates.
- Decisions to change results can only be made by the Awarding Body, not by the Exam Centre. The role of the Exam Centre is to decide if there are grounds for forwarding an EaRs to the Awarding Body for review.
- Before making an EaR, candidates should be made aware that marks and subject grades can also be lowered. If a decision is made by the Awarding Body to lower the grade, candidates cannot ask to revert back to the original grade.

### 1.2 The EaRs Procedure

There are 2 stages to the procedure:

#### *Stage One*

When ISCA receives an Enquiry about Results (EaRs) from a candidate, in the first instance it will request the Awarding Body to release the script of the candidate's answers so that it can conduct:

1. A clerical check in order to ensure that:
  - all parts of the exam paper have been marked
  - marks have been recorded/added up correctly
  - special consideration has been applied (where appropriate)
2. A review of the marking in order to check that the marking scheme has been applied correctly.

**NB in order to access the scripts the school must have the written permission of the candidate. When sending ISCA the written EaRs, the candidate must include a signed Access to Scripts Form (see Appendix B).**

#### *Stage Two*

If, after completion of Stage One, ISCA decides that there are grounds for pursuing the EaRs, it will make a formal request to the Awarding Body to conduct its own review of marking (see *JCQ Post Results Services Booklet* for details).

The request to the Awarding Body will be made within 10 days of receiving the EaRs from the candidate.

Before sending the EaRs to the Awarding Body, candidates will first be asked to complete Appendix A, authorising ISCA to proceed with the EaRs. This is to ensure that candidates are aware that marks and subject grades can be lowered as a result of the review, not just increased. If a decision is made by the Awarding Body to lower the grade, candidates cannot ask to revert back to the original grade.

If, after completion of Stage One, ISCA decides that there are NOT grounds for pursuing the EaRs, the candidate will be informed of the decision within 10 days of receipt of the initial EaRs.

### **1.3 Priority Service**

The Awarding Body runs a priority service ONLY for candidates whose place in higher education is dependent on the outcome. If students wish to use the priority service, they must submit their EaRs to ISCA no more than 3 days after the results have been published. ISCA will respond within 3 days of receiving the EaRs.

Candidates must make it explicitly clear that the priority service is being requested.

### **1.4 Appeals against the Exam Centre**

If a student is unhappy with a decision by Centre Head not to forward an EaRs to the Awarding body, they can appeal the decision by making a formal request in writing to the *Executive Director* to review the decision. The decision of the Executive Director is final.

If the decision is upheld, a report will be provided to the student explaining the decision.

An appeal must be sent to ISCA no more than 20 days after the results have been published. ISCA will respond to an appeal within 7 days of its receipt.

### **1.5 Appeals against the Awarding Body**

Candidates cannot appeal directly against EaRs decisions made by the Awarding Body. All appeals must go through the Exam Centre and are made at the sole discretion of the Exam Centre (see *JCQ Guide to the Appeals Process* for details).

## 2. Internally Assessed Exams (e.g. Art & Design subjects)

### 2.1 Introduction

Internally assessed exams are marked by the School before they are submitted to the awarding body for external moderation.

The internal marking of candidates' work is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work is marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation ensures consistency of marking.

Candidates sitting internally assessed exams have the right to request an internal review of the marking **before** it is submitted for external moderation. It is NOT possible to request a review after marks have been sent to the awarding body.

If a review is requested, it will be carried out by an assessor who has appropriate competence, has no previous involvement in the assessment of the candidate and has no personal interest in the review. The job of the reviewer will be to ensure that the candidates mark is consistent with the standard set by the school.

### 2.2 The EaRs Procedure

1. Candidates will be informed of internally assessed marks before they are submitted to the awarding body, so that candidates can request a review of the marking.
2. Internally assessed marks will be released to candidates before the deadline for submission of all work for the qualification.
3. Candidates who think there may be grounds for a review of their marks should request to see copies of the assessment materials. However, access to their art work can only take place under supervised conditions. As a result, candidates must be physically present on school premises in order to be able assess the materials and decide if they want to request a review.
4. Having studied the materials, the candidate will need to explain what he/she believes the issue to be. In doing so he/she must take into account that the review of marking will focus on the quality of the work submitted. It aims to give candidates the chance to evaluate whether the assessment criteria have been applied correctly, i.e. have they been given sufficient credit for meeting the criteria in the assessment materials? Complaints regarding the quality of the teaching will not be considered.
5. A request for a review of marking must be made in writing to the Head of School within 5 days of the marks being released.
6. Candidates will be charged a fee for each review request.
7. Candidates will receive the outcome of the review in writing from the Head of School within five working days of submitting their request.
8. The outcome of the review is final and cannot be appealed.
9. All marks are sent to the awarding body for external moderation after the internal review period has expired.

### **2.3 External Moderation**

The external moderation process is carried out by the awarding bodies and may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the school, whereas moderation by the awarding body ensures that school marking is line with national standards. The mark submitted by the school to the awarding body is subject to change and should therefore be considered *provisional*.

# Appendix A



AQA      City & Guilds      CCEA      OCR      Pearson      WJEC

## ENQUIRIES ABOUT RESULTS AND APPEALS

### Candidate consent form

#### Information for candidates

**The following information explains what may happen following an enquiry about a result and any subsequent appeal.**

If your school or college makes an enquiry about a result, (a review of the original marking) and a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

#### Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

#### Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

.....  
.....

**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 and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.**

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

**This form should be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.**

## Appendix B



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

### ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

I consent to my scripts being accessed by my centre.

**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:** .....

This form should be retained on the centre's files for at least six months.