



# Eggar's School

INFORMATION FOR CANDIDATES:

ENQUIRIES ABOUT RESULTS

ACCESS TO SCRIPTS

Reviewer	Paula Parker
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# INFORMATION FOR CANDIDATES

## Enquiries About Results

This is a post-results service offered by all the examination boards. It enables the school, through requests to the boards, to have an examination paper or other externally assessed piece of work remarked.

A request for remark must be done through the School via the Exams Office. This is the only route recognised by the exam boards. If you wish to make a request, you should speak firstly to your Subject Teacher or the Curriculum Leader for the subject.

They will have the breakdown of all your marks for a qualification and will be able to advise you as to whether the School intends to apply for a remark. If candidates are very close to the next grade boundary then a remark may be recommended. However, a decision will be made by the School based on an analysis of the results and the grade boundaries.

Alternatively, your Subject Teacher may request a remark. This will again be based on the closeness of your mark to the next grade boundary.

In both cases, you will need to complete a Candidate Consent form. The following information is taken from the form and explains why your consent is needed:

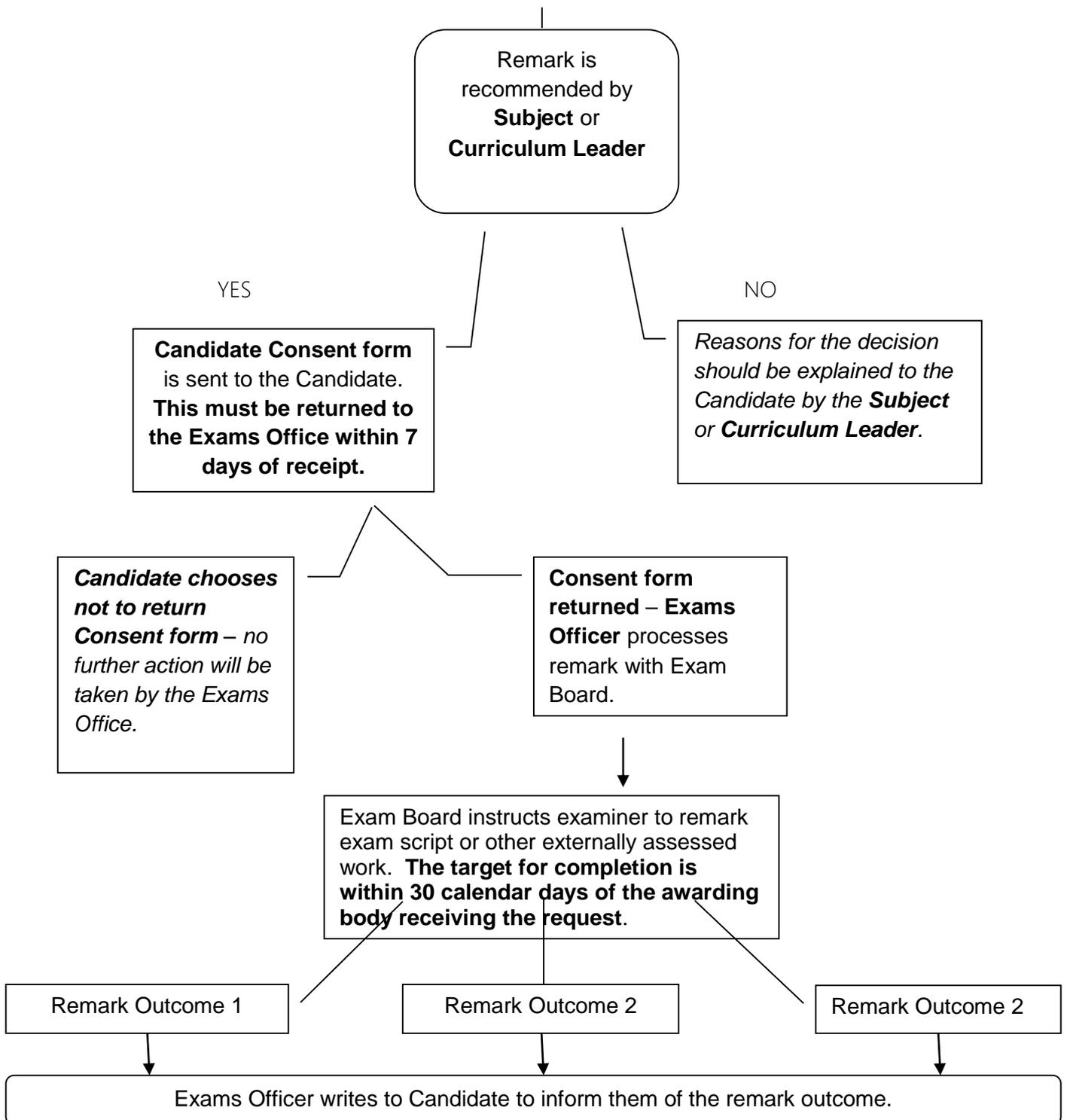
'If your examination centre makes an enquiry about the result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

1. Your original mark is lowered, so your final grade may be lower than the original grade you received. (Remark Outcome 1)
2. Your original mark is confirmed as correct, and there is no change to your grade. (Remark Outcome 2)
3. Your original mark is raised, so your final grade may be higher than the original grade you received. (Remark Outcome 3)

In order to proceed with the enquiry about results, you must sign [the Candidate Consent form]. This tells the head of your centre (the Head Teacher) that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.<sup>1</sup>

Below is a flow chart to explain the process of applying for a remark:

Candidate makes a request for a remark to the **Subject /Curriculum Leader** or **Exams Officer**.



## ACCESS TO SCRIPTS

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components, orals or audio/video tapes.

Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other candidates, **prior written permission must be obtained from the candidates** concerned. This permission may be sought only after the candidates have received their results for the examination series concerned.

Candidates who grant their permission have the right to anonymise their scripts before use.

Candidates have the right to instruct their centres not to request their scripts.

If a Subject Teacher requests that the exam board return an exam script for the above purposes, you will be sent a Candidate Consent Form. This form will ask your permission for the script to be used as stated above. It will also ask if you wish for your work to be made anonymous.

If you do not wish for your work to be used, you can state this on the Consent form in the appropriate section.

If you have any questions about **Enquiries About Results** or **Access to Scripts**, please see the Exams Officer - Mrs Caroline Street

## Principles

Eggar's will adopt the new GCSE specifications where course leaders determine they provide the most suitable content and assessment model for our students, and where a suitable delivery model can be used in line with our current curriculum model.

Course leaders will determine the specific exam board and specification to be used. This decision will be in discussion with members of LT and through student voice.

Within the constraints of the curriculum model it is the responsibility of the course leader to determine the timing of assessments throughout the course. This will be made overt through schemes of work and in communications to the exams officer. All such decisions will be overseen by the LT line manager, to ensure there is an organised approach which does not disadvantage any students.

Overall Eggar's will attempt to organise the delivery of GCSE exams and controlled assessments to best facilitate the outcomes for students.

## Procedures

It is important that all staff contribute to the planning, preparation and delivery of controlled assessments to ensure their smooth delivery. There are several specific activities which must be carried out to ensure that nothing restricts the students' opportunities to perform to their best in the assessments:

- Schemes of work must be updated at the start of each year to ensure that the delivery of controlled assessments is adequately catered for. Subject leaders are responsible for ensuring this takes place and this will be overseen by LT line managers. In particular the scheme of work must show how the students will be prepared for the controlled assessment, the timings for the controlled assessment (including any preparatory research) and a possible alternative schedule for students who may be absent at key times. Subject leaders must pay particular attention to the advice in their chosen specifications and ensure they meet all the necessary criteria and deadlines.
- Subject leaders must ensure that they provide each course teacher with all the guidance documents from the exam board. They must ensure that each teacher is aware of the regulations and deadlines, and are responsible for ensuring that these are followed.
- The exams officer will request information from subject leaders about the courses being delivered and their requirements for examination and controlled assessment entries. This will be requested at the start of each year and must be returned promptly. The exams officer will check that subject leaders'

instructions meet the requirements for each course (e.g. timings and nature of exam and assessments). LT line managers will remedy any problems found. The exams officer will then produce a plan for the year outlining the timings and nature of all exams and assessments. LT will then decide if any adjustments are necessary to avoid clashes, either between courses or with other school activities, and inform subject leaders of this. Schemes of work will need to be edited in line with any such changes. In particular LT will ensure that it is possible for alternative arrangements to be made for all controlled assessments within the time constraints of the exam deadlines.

- The SENCO will liaise with all subject leaders to provide guidance on additional arrangements that may be needed for some students. Subject leaders are responsible, with the SENCO, for ensuring that arrangements are put in place for any necessary students and that all teaching staff are made aware of the nature of the arrangements. The SENCO may bring some of these arrangements to the attention of LT if they are likely to need significant resourcing such as rooming, special times, ICT etc. which are not within the remit of subject leaders to organise.
- Subject leaders must ensure that all of the above information is communicated to, and understood by, those teachers involved in the delivery of courses. They should report to their LT line manager how and when this has been completed.
- From the overall plan for the year LT will ensure that all departments have suitable opportunities to carry out internal moderation and advise subject leaders accordingly. Subject leaders should have considered this in their planning for the year when writing their schemes of work. They must ensure that each teacher on the course is fully aware of the requirements of the examination board in marking the work. An internal moderation activity must be carried out and should be recorded as part of the QA process for the department. The subject leader must ensure that all work is marked within the guidance of the exam board and that teachers remark work where necessary. The subject leader is responsible for ensuring that the marks for the controlled assessment are passed to the exams officer promptly and in the time requested by the exams officer. The exams officer is then responsible for ensuring that the marks are duly recorded and sent to the exam board.
- Subject leaders and teachers are responsible for ensuring that all work is securely maintained in accordance with board directions. They must ensure that they comply with all the security arrangements surrounding the handling of board provided materials for carrying out controlled assessments. They must also ensure that students' work is similarly securely maintained. They must keep all work in a secure location in order to meet any requirements from the board for external moderation activities.
- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.
- Provide feedback to LT as directed to inform a review of this policy.

#### **Special educational needs coordinator/additional learning support:**

Ensure access arrangements have been applied for.

Work with teaching staff to ensure requirements for support staff are met.

- Provide feedback to LT as directed to inform a review of this policy.