



Examinations Results Policy

1. All types of 'Review of Marking' must be referred through the Exams Office.
2. All requests for a review must be accompanied by the candidate's permission in writing on the correct documentation.
3. All requests for 'Access to Scripts' must be accompanied by the candidate's permission in writing on the correct documentation.
4. All requests for any form of 'Review of Marking' must be made within the deadline as laid down by the Joint Council for Qualifications (JCQ). This deadline will be made available by the Examinations Officer to all teaching staff at the time of the publication of results. This information will be displayed to candidates at the time of the publication of results.
5. The Head of Department of the subject may assist a parent or student in the decision to request a review of an examination paper.
6. The Head of Department advising a parent or student must ensure that they are made aware that a mark can go down as well as up.
7. A request for a review of an examination paper or an Access to Script request made by the parent or student must be accompanied by the correct fee as levied by the examination board.
8. A request for a review or Access to Script specifically recommended by the Head of Department will be paid for by the Academy out of the Departmental budget if agreed to do so by the Head of Department.
9. If the examination board has a policy of not charging for increased grades and as a result of the review the pupil's grade is increased, the fee will be returned in full to the parent or student. There will be no return of fees for Access to Scripts.
10. The Examinations Officer will liaise with the examination board regarding the progress of the review or Access to Scripts.
11. The Examinations Officer will inform Parents or student of the outcome of a Review of Marking as soon as it is available. Further advice and guidance regarding outcomes will be available on request.
12. The parent or pupil will not be able to enter into any correspondence with the examination board regarding results or the result of a review or queries regarding Access to Scripts.