



# Handsworth Grange Community Sports College *Exam Review of Results Policy 2025-26*

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<b>Review Cycle</b>	Annual
<b>Date of Review</b>	September 2026

*This Policy is current as of October 2025 but is a Work in Progress Document and will be continually assessed.*

*Please note that any or all of this policy may be overridden/revisited/amended should there be any national or international situations, that dictate extreme circumstance, which is out of our control, and this will be communicated via various mediums if and when necessary.*

## Key staff involved in the Review of Results procedure

Role	Name(s)
Head of Centre	<b>Suzy Mattock</b>
SLT members	<b>Kate Grapes</b>
SLT members	<b>Nominated by Head of Centre when needed</b>
Exams officer	<b>Kate Truelove</b>

These procedures are reviewed as required to ensure compliance with current regulations.

Timelines for Post Results	January/February	June
Senior Staff Availability	Yes	Yes
Priority Review of Results Consent Form	Not available	For priority reviews the only date available for submissions will be the Tuesday after Results Day. This service is <b>only</b> for when a place at further education is possibly at risk.
Review of Results Consent form	TBA each year	24/25 September (however SL will be expected to submit school funded ROR requests to the exam officer by the first Friday of the first week back) in order for either the digital link submissions/consent forms to be collated and one letter sent to candidates to request permission. Follow up letters <u>will not</u> be sent. The schools internal appeals process may need to be invoked. All cases are individual.
Access to Script Consent Form	TBA each year	24/25 September
Appeals	TBA each year	Appeal can only be made after an RoR has been returned. The schools internal appeals process may need to be invoked. All cases are individual.

## **Purpose of the Procedure**

This policy is to inform parties about the Review of Results services available and the criteria to support a school funded review of an exam script.

If you would like some extra information about a potential Review of Marking, please contact Mr Wright – [bwright@handsworth-mlt.co.uk](mailto:bwright@handsworth-mlt.co.uk)

The centre will ensure that Senior Staff are available immediately after results publications (all series).

## **Criteria**

- Dependent on subject, the policy is that if a student is within a certain number of marks away from the next grade boundary, **and that the Subject Leader feels that there is a possibility of a favourable outcome**, then HGCSC will approve a school funded application. Anyone outside this criteria is entitled to ask for a private review. Payment is strictly upfront and will be refunded if the grade changes either up or down.

## **How to Apply**

- All applications must be accompanied by the consent form signed and dated by the applicant – no review of marking will be made without this. Please ensure that the form is fully completed with your **name and exam number** as we cannot assume that we have interpreted/understood a signature accurately, if there is not another piece of information to support this. If we cannot identify the signature, then HGCSC regretfully cannot make the application
- There will be a box in Reception for completed forms to be placed in. We cannot and will not take responsibility for forms handed in to individual members of staff, which then are not handed in, by the deadline for whatever reason
- There will also be a link available for students to apply digitally. Please note that the original contact **must be made from a school email account for verification – we cannot accept a personal email address for security purposes**

## **Criteria by Subject**

<b><u>Subject</u></b>	<b><u>Criteria</u></b>
<b><u>Maths/Statistics</u></b>	<b>3 marks</b>
<b><u>English Lang/Lit</u></b>	<b>3 marks across all grades OR</b> <b>If the subject leader feels that there is an anomaly in the marking</b>
<b><u>Science</u></b>	<b>Within 3 marks of all grades for all papers</b>
<b><u>History</u></b>	<b>3 marks focusing on Grade 3 into 4 or missed target grades</b>
<b><u>Geography</u></b>	<b>3 marks</b>
<b><u>Computer Science/Business/IT</u></b>	<b>Computer Science and BTEC Business External Units: 3 marks</b>
<b><u>Languages</u></b>	<b>3 marks across all 4 papers</b>
<b><u>Sociology</u></b>	<b>3 marks</b>
<b><u>Drama</u></b>	<ul style="list-style-type: none"><li>• <b>If the Subject Leader suspects, there is an error in grade relation to the Non-Exam Assessment</b></li><li>• <b>If the grade is within 2% of an upper grade boundary</b></li><li>• <b>If the Subject Leader feels the live component was marked harshly</b></li><li>• <b>If there is an anomaly – i.e. if the majority of the class achieve estimated score and 1 is far below</b></li></ul>
<b><u>Health and Social Care</u></b>	<b>3 marks for BTEC external units</b>
<b><u>Other subjects on request</u></b>	<b>To be discussed with Subject Leader</b>

## **Practical Subjects – i.e. Art,**

The procedure for practical subjects is slightly different in that we cannot ask for one person's marks to be reviewed; it must be the full cohort.

Please speak with the Subject Leader of the relevant subject if this is something you would like to discuss.

## **How to register your interest**

It may be that your script has already been earmarked for a review due to fulfilling criteria, and you may already have signed a consent form.

Otherwise, please send an email to [exams@hgcsco.co.uk](mailto:exams@hgcsco.co.uk) and outline the reasons why.

You will receive an initial acknowledgement and then a reply within 5 working days informing you if:

- a) You have been approved for a school funded review of marking and to provide a signed consent form or complete the digital link
- b) You will be informed that the criteria are not fulfilled and asked if you wish to proceed with a private review.

Please do not assume that any application has been made; it is your responsibility to check.

## **Reviewing a Script and Appeals**

When a script is sent for a review, the moderator will be looking to see if the mark scheme has been applied correctly and will make adjustments if necessary.

The awarding body will then inform the school of the decision, and subsequently HGCSC will inform the candidate. A copy of the awarding body's letter will only be enclosed if an overall grade changes; however, if you would like a copy of the letter, then please call the school, and place a request. Copies of letters will need to be collected from Reception, these are not posted.

If you are still unhappy with the result, then you have a short window in which to appeal. Please put this in writing to the Head of Centre, stating the reasons why. Please note that this does have to be a specific reason relating to the marking scheme and not just the fact that the grade has not increased because you wanted/needed it.

We would like to draw your attention to the fact that a Review of Marking does not guarantee a higher mark, and candidates should not rely on this. Grades can go up as well and down

## **Access to Scripts**

If you would like to have a copy of your script, then please sign the consent form, and enquire the price – different for each awarding body. These may come as electronic which may be emailed or hard copy which will be posted.

The applicant is giving permission by way of the application to allow HGCSE to email or post the scripts to them. Teaching staff may also like to look at your script and if you are happy to let them do so, please sign the consent form to give your permission. We cannot look at any script without your permission.

## Appendix A



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

### Clerical re-checks, reviews of marking and Appeals

#### Candidate consent form

##### Information for candidates

**The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.**

If your school or college submits an application for a clerical re-check or a review of the original marking, and then 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 clerical re-check or review of marking, 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 clerical re-check or review of marking being submitted.

##### Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

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

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.....

**I give my consent to the head of my examination centre 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.**

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

**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking 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.**