

## “REVIEW OF RESULTS” PROCEDURE FOR STUDENTS FOLLOWING RELEASE OF MARKS FROM THE AWARDING BODIES



Soon after results are issued, any student that is unhappy with a mark awarded should follow the following procedure:-

Contact subject teacher as soon as possible (*but no later than 14<sup>th</sup> September*) in person to discuss the mark or raise concerns. The Exams Officer can advise on what options are available to query the mark and the costs involved. Only borderline levels (e.g. level 3 but close to a 4, level 7 but close to an 8) that fall short by 1 mark will automatically merit a re-mark request. Grades that fall short by between 2 - 4 marks will be **considered** by the department, especially if they affect the candidate's chances of entry into college or workplace.

Students can refuse to give their consent to a 'Review of Results' application. A consent form is included in the results envelope and confirms that students understand the consequence of an enquiry: Be aware that Reviews of Marking can result in marks being raised, confirmed or **lowered**.

If the School or Subject Department agrees to support the enquiry, the request and consent form should be given to the Exams Officer *by the school deadline of 18<sup>th</sup> September, 3pm*. The cost of the enquiry will be met by the school. If the enquiry is successful, the fee will be refunded.

If the school does not support the enquiry, the student may still proceed with a review, as long as the school consents. Again, the request and consent form must be given to the Exams Officer *by the school deadline of 18<sup>th</sup> September, 3pm*. In this case, a cheque made payable to 'Madani Schools Federation' for the necessary fee must also be included and left at reception for the attention of the Exams Officer. If the enquiry is successful, the cheque will be destroyed or returned to the student / family. **A list of 'Post Result Fees' is published on the school website.**

Occasionally, the school may choose not to support a 'Review of Marking', even if the student is willing to pay. A student may appeal against such a decision. Appeals should be made in writing to the Head of Schools no later than *14<sup>th</sup> September*. The appeal should be in writing and state the full details of the complaint and the reasons for the appeal. It should be signed and dated and include a daytime contact telephone number of the student. This information will be reviewed by the Head of Schools or another member of the Schools' Leadership Team if the Head of Schools is unavailable. The outcome of the appeal will be communicated by telephone and email where possible, within 24 hours of receipt. This decision is final.

Outcomes following all Post-Results services will be passed on to students by the Exams Officer via e-mail. The outcome reaches the school according to the following timeframes:

Clerical re-check : Within 10 calendar days of application

Review of marking : Within 20 calendar days of application

Access to Scripts (priority) – deadline 29<sup>th</sup> August, issued by 5<sup>th</sup> September

Access to Scripts (teaching & learning) deadline 26<sup>th</sup> Sept, issued by 3<sup>rd</sup> November

**Please ensure that you supply a current e-mail address with each consent form.**