GUIDANCE ON ROUTES AVAILABLE ONCE GCSE RESULTS HAVE BEEN ISSUED

Once GCSE results have been issued to students there are two possible actions that the school and/or students may wish to take.

Return of Scripts

Exam boards make the scripts that students have written available for return. If a student wishes to have a script returned to them they can request this using this form. The exam boards do not charge for this service but there is a charge of £5 for this service to cover the additional administration and equipment required by the school to download, print and deliver this to the student. Different exam boards supply the scripts differently and time frames for supply of the scripts do vary and can be up to 5 weeks although usually it is much quicker than this. The school will pay the charge for any Pupil premium students requesting their scripts back. If a student requests a script this is for their use only. The school will not 'mark' this script for the student.

The school may, for training purposes, decide that it wishes to request a number of scripts back for a specific subject(s). If this is the case, then we will ask permission to do this from the relevant students by email. All use of these returned scripts will be anonymous.

Scripts are available from OCR and Edexcel at any time. AQA operate a different system and so scripts can be returned for a period of around a month after results.

Review of Scripts

A student can ask for their script to be reviewed. This means that the exam board will ask an alternative examiner to review the script. The exam boards charge for this service and the school will pass the cost on to the student without adding anything for administration. Charges vary but are between £40 and £80 per script. The charges must be paid via ParentMail before the request will be submitted to the exam board. If the final grade is changed, then the fee is returned to the school, and we will return this to the student. Papers can be requested to be reviewed for approximately one month after the results are issued. Precise dates will be on the form that must be submitted. If a student wishes to request a review of marking it can be done using this form.

If a student wishes to know how near they are to a grade boundary, there will be someone available on results day who will have this information and whom the student can ask. After results day, students can email their teachers, or the head of the appropriate faculty and they should be able to provide this information. However, it should be noted that only a very small number of scripts have their grades changed and the student should consider their next steps in light of the results in front of them on results day. Exam Boards are very thorough in their processes and mistakes are the exception rather than the rule.

The school may decide to submit a number of review requests to exam boards where it feels that the mark is very close to a grade boundary. The decision to do this is at the headteacher's sole discretion and whether, and how many scripts, to submit will vary year on year. Generally, a mark needs to be between one and three marks of a boundary to be worth submitting however this does not mean that the school will submit all or any such papers as it will depend upon the subject, the number of papers and available finance. The school will prioritise English and Maths as these subjects are crucial to a student's future progress. If the school decides it wishes to submit a script for review then we will email the student/parent to ask for permission to do this and pay any associated costs.

The student can withhold that permission if they wish, there is no obligation to have a paper reviewed. Any school request for a paper to be reviewed will usually be made within a week of the results day.

Historically, around 30% of papers submitted for a review of marking are returned with an improved mark, and between 20 and 25% are returned with an improved grade. Around 7% are returned with a reduced mark but not, to date, a reduced grade.