

# **Candidate Guide to Results and Post Results Services Nov 2023**

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## **Results**

- GCSE results are released to candidates on **Thursday 11 January 2024**
- Your Result will be emailed to you just after **09:00**
- The result is called 'provisional' until re-marks and appeals have been processed, and certificates have been issued
- A paper copy of the Provisional Result will also be sent in the post on Thursday 11 January 2024
- A senior member of staff will be available to discuss post results services with you, should you be unhappy with your result

## **Post-results services**

Should you be unhappy with your result, you can discuss post-results services with a senior member of staff.

The following process will be followed:

- Your grade will be discussed with an appropriate member of staff who will need to consider if it is worth checking your grade
- The option to resit can be discussed with an appropriate member of staff
- Bromley Adult Education College (BAEC) may request an **Access to Scripts (ATS)** – a copy of the marked paper - before deciding whether to request a Clerical Re-check or Review of Marking (see **Access to Scripts** section)
- BAEC may request a **Review of Results – Clerical re-Check** or **Review of Marking** to check your grade  
**Note:** *The awarding body will **only** accept requests for review of results from BAEC, and not from the candidate*
- You must provide written consent for BAEC to obtain a clerical re-check or review of marking (BAEC will ask you to sign a Consent Form)
- Consent will be retained by BAEC for at least 6 months following any outcome
- **You must be aware that your mark and subject grade/s could go down as well as up (you will be asked to sign a Consent Form to confirm that you understand this)**

If BAEC does not support your request for a Review of Results then you must refer to the Internal Appeals Procedure. (See **Internal Appeals**).

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## Review of Results Services

<b>Service 1: Clerical re-check</b> (Candidate consent required)	The exam board re-checks that all parts of the paper have been marked and the marks have been correctly counted and the marks on paper match the result.  Mark can go up, stay the same or go down.
<b>Service 2: Review of marking</b> (Candidate consent required)	The exam board review their marking to ensure your work was marked accurately in line with the mark scheme.  This service includes a clerical re-check as detailed in Service 1 and a copy of the reviewed script.  (Your script <b>will not</b> be re-marked. Only errors identified in the original marking will be corrected).  Mark can go up, stay the same or go down.
<b>Service 3: Review of moderation</b> <i>(Not relevant to GCSE English Language and Mathematics)</i>	The exam board reviews the moderation of the coursework from your school or college to ensure it was done fairly, reliably and consistently

## Deadlines

<b>Service 1: Clerical re-check</b>	15 February 2024
<b>Service 2: Review of marking</b>	15 February 2024
<b>Access to Scripts</b> to support reviews of marking (candidate consent required)	25 January 2024
<b>Access to Scripts</b> to support teaching and learning (candidate consent required)	25 January 2024

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## Appeals

Following the outcome of Review of Results (RoRs), if you still think an error has been made with your grade and BAEC agree an Appeal can be made:

- BAEC submits an appeal to the exam board
- The appeal can take up to 42 calendar days
- If BAEC believes the preliminary appeal has not addressed the issue, it can decide to submit an application for an appeal hearing that can take up to 70 calendar days
- **You must be aware that your mark and subject grade/s could go down as well as up**

After the exam boards has completed the appeal hearing, if BAEC thinks the exam board has not followed the correct process, it may be able to apply for a procedural review with the relevant regulator's Exam Procedures Review Service (EPRS).

The EPRS will look at whether the exam boards has followed the regulator's rules and its own procedures. It will not review your work and cannot change your grade. The relevant regulator can ask the exam board to look at your appeal again if they think the exam board made a mistake.

## Internal Appeals

If BAEC does **NOT** support your request for a **Review of Results** or **Appeal** then [BAEC Internal Appeals Procedure and Policy 2023-24](#) will be followed. A copy of the Procedure can be found on the college website.

Candidates should follow the procedure and complete an **Internal Appeals Form**.

## Access to Scripts (ATS) **No Fee**

BAEC can request copies of scripts (written work):

- before deciding whether to request a review of marking
- to support teaching and learning

Prior permission **must** be obtained from any candidate where BAEC intends to request his/her script. The candidate will complete a consent form for access to and use of examination scripts:

- The candidate must consent to scripts being accessed by the centre
- If any of the scripts are used in the classroom, the candidate can ask to maintain anonymity and have the candidate name and number removed  
OR
- If any of the scripts are used in the classroom, the candidate can agree and have no objection to other people knowing they are theirs

Scripts can only be seen by tutors at BAEC, or returned directly to candidates. Scripts will be disposed of using confidential shredding when no longer used for teaching and learning.

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## Fees

Post-result service	Fee
Priority copy of marked paper	Free
Clerical re-check	£8.70 per unit, component or module
Review of marking	£40.35 for GCSE (includes a copy of the reviewed script)
Original marked script	Free
Copy of checked script (after a clerical re-check)	Free
Appeals	£120.05 for stage 1 (preliminary stage) £205.80 for stage 2 (appeal hearing)

## Certificates

Certificates are not issued until 28 February 2024 when all reviews of results have taken place.

Once BAEC has received your certificate:

- Candidates will be emailed to let them know their Certificate is ready for collection and from which centre
- Candidates need to bring ID when collecting their Certificate
- If someone is collecting a Certificate on behalf of the candidate the candidate must give the person a letter authorising them to collect the certificate on their behalf
- Unclaimed Certificates will be destroyed 12 months after they have been issued

## Complaints policy

If you have any complaints about the administration of the above procedures then please refer to [BAEC Complaints - Customer Care Policy 2023-24](#) available on the BAEC website.

## Appendix 1

# Clerical re-checks, review 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 Bromley Adult Education College (BAEC) submits a request 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

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the Head of Centre 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	14207	Candidate number	
Centre name	Bromley Adult Education College	Candidate name	

### Details of review

Awarding Body	Qualification level and Subject title	Paper code	Fee
			£
			£

I give my consent to the Head of 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.**

**FOR EXAMS OFFICE USE ONLY**

Total fee(s) received	£	Service(s) applied for		Outcome(s) received	
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Candidate notified		Outcome(s) complete		Total fee(s) returned (if applicable)	
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## Appendix 2

### Access to Scripts

### Candidate consent form for access to and use of examination scripts

#### Candidate consent form

Centre number	14207	Centre name	Bromley Adult Education College
Centre number		Candidate name	
Qualification level/subject		Component unit/code	

- I consent to my scripts being accessed by Bromley Adult Education College

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 the 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.**