



Enquiries about Results and Reviews of Marking

Normal post results services are available for the summer 2023 exam series, including Clerical Re- checks, Reviews of Marking and Access to Scripts. Fees are payable at the time of request for all services. All requests must be made in writing by completing the appropriate form and submitted by the published King's Academy Binfield deadlines outlined later in this letter.

The student's signature is required (confirming consent for the review) for all review of results services as marks/grades can remain the same, go up or down. Any change in marks/grades cannot be reinstated and the reviewed mark/grade must stand. The fee will be refunded if the subject grade increases. The outcome will go directly to the Exams Office. The Exams Office will notify the student directly by email within one week of the receipt of outcome from the exam board. We will send this to the email we have on our system, this is likely to be their school email address and therefore if they are not staying at KAB6 they must provide an alternative email address on the Post Results Service Form which can be found on our [website](#).

Before requesting a review of results, students should read the information below and consult with their teacher or the head of faculty for the subject so they may make an informed decision about whether to request a review.

Clerical re-check (Service 1)

- This service will include the following checks:
 - That all parts of the script have been marked;
 - The totaling of the marks;
 - The recording of the marks.
- Exam Boards will complete clerical re-checks within 10 calendar days of receiving the request from King's Academy Binfield.

Review of Marking (Service 2)

- This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.
- Reviewers **will not** re-mark the script (exam paper). They will only act to correct any errors identified in the original marking.
- A marking error can occur because of:
 - An administrative error;
 - A failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
 - An unreasonable exercise of academic judgement.
- This service will include;
 - The clerical re-checks as detailed in Service 1;
 - A review of marking as described above.
- Exam Boards will complete reviews of marking in the timeframe below:
 - Priority Reviews within 15 calendar days of receiving the request from King's Academy Binfield;
 - Non-priority Reviews within 20 calendar days of receiving the request from King's Academy Binfield.

The JCQ appeals process is only available following the outcome of a review of results and further information will be issued when King's Academy Binfield email the review outcome to the student.

<https://www.jcq.org.uk/exams-office/appeals>

Internal Appeals Procedure and Policy

All requests for reviews must be submitted (and thus supported) by King's Academy Binfield. We may recommend that a review (or subsequent appeal) is not in the best interest of the student, for example; where marks are too close to lower grade boundaries. In the event of King's Academy Binfield and the student, or their parent/carer not being in agreement as to whether a review should be submitted, the King's Academy Binfield Internal Appeals Procedure should be followed. This can be found on our school [website](#).

Access to Scripts (ATS)

King's Academy Binfield would like to use your exam scripts as part of teaching and learning and a consent form is provided on results day. We would be grateful if students can complete the form give it to the exams office on results day. Students can choose to have their name and candidate exam number removed from their scripts when teacher use them as examples.

Deadlines

All requests must be made by the student (not the parent/carer) by completing the relevant form and submitting to the exams office, these forms are available on the school [website](#). This can be done via email (examsinfo@kingsacademies.uk).

Review Service	Deadline
Review of Marking – Service 2	28 September 2023
Clerical Re-check - Service 1	28 September 2023
Priority Access to Scripts (in support of reviews of marking)	7 September 2023

Fees

All fees must be paid at the time of request and in advance of King's Academy Binfield submitting requests for reviews or copies of scripts to the exam board. Payment should be made by BACS, if this is not possible please speak to a member of staff in finance.

All BACS payments must have the following reference so they can be identified:

EX your CANDIDATE NUMBER and your LASTNAME (or as much of your last name as the character limit allows).

(Example: EX1234FARLEY)

Sort code: 30-96-11

Account Number: 47105760

Account Name: King's Academy Binfield

No student will be penalised due to inability to pay and, should this difficulty arise, please do not hesitate to contact the exams office in confidence (examsinfo@kingsacademies.uk).

Please complete the Post Results Service Form if you would like to request a review of marking service.

All forms must be returned to the Exams Office via email by the published deadlines (examsinfo@kingsacademies.uk). Requests received after the deadline will not be accepted.