

**Le Rocquier School**  
**Post Results Policy**



**DATE CREATED:**                   **October 2015**

**REVIEWED:**                       **November 2019**

**NEXT REVIEW DATE:**           **October 2020**

**LEAD PERSON:**                   **Exams Officer, Nicola Tucker**

## **Post Results Services and Appeals.**

Results are available to candidates from Le Rocquier School on the published results day. On that day a number of staff will be available for candidates to discuss their results with.

If candidates have queries about their results they must discuss these with the teaching staff or Exams Officer who will be able to access a further breakdown of the marks for the individual from the exam board.

Where a candidate still has concerns then they must contact the Exams Officer, Mrs Nicola Tucker (email [n.tucker@lrs.sch.je](mailto:n.tucker@lrs.sch.je)), who will be able to access a number of post results services on their behalf. There are deadlines for these requests and individual exam boards publish these on their websites. The Exams Officer or teaching staff can explain all the post result services available to the candidate and the process involved so they can make an informed decision as to which option is best to answer their concern. The Exams Officer will be available by email during the period from results day to the start of term and in school during term time.

It is important to remember that the assessment results belong to the candidate and not the centre, therefore the Exams Officer will require signed approval from the candidate before the centre can access the post results services available. The Exams Officer will provide the candidate with the appropriate form for this service. Candidates can only access the post results services through the centre, unless they are a private candidates. Private candidates should refer to the JCQ Post results Service Booklet and the awarding body's own published guidelines.

Le Rocquier School will determine which students should be remarked on the basis of unusual or borderline marks. Candidates will be contacted if a teacher believes that a remark is necessary. In this case, the school will pay the fee. If a candidate requests a remark but the school does not feel this is necessary, the candidate is required to provide payment.

Le Rocquier School will assess each request on its own merit and we will discuss with the candidate whether the fees related to these post results services are to be settled by Le Rocquier School or the candidate. The Assistant Head in charge of exams will make a decision on settlement of fees on an individual basis. Details of fee schedules are available from the Exams Officer or from the exam board website. Each awarding body sets the fees for post results services independently. If the enquiry about result changes the original grade then any fee charged to the candidate will be refunded.

Candidates must be aware that with any re-mark their results may **go down** or up. This is detailed on the consent form they sign.

## **Access to scripts**

A 'script' refers to the written work of a candidate, which has resulted from an externally assessed component. Arrangements for Access to Scripts do not apply to internally assessed components, orals or audio/video tapes.

Awarding bodies will provide examination centres and their candidates with access to marked scripts for GCSE, GCE AS and A-Level exams. This could be for the candidate to improve standards of a retake or for teaching purposes. Candidate's permission must be given to Le Rocquier School for this purpose.

The candidate's script is private between them and the examiner and therefore Le Rocquier School must obtain the candidate's written permission before making request. Consent can only be given after the candidate has received the results for the respective examination series. Candidates who grant permission have the right to anonymity of their scripts before use. A form for this request is available from the Exams Officer and email consent is acceptable.

Scripts must only be seen by teachers who are members of staff at that centre, or returned directly to candidates.

An awarding body can withhold the originals of scripts that are or have been the subject of any malpractice investigation. In these circumstances, a photocopy of the scripts may be requested.

Once an awarding body has returned an original hard copy script to a centre or a private candidate, its security is compromised and it can no longer be subject to an enquiry about results.

Any scripts that Le Rocquier hold must be disposed of in a confidential manner once finished with.

## **Le Rocquier's Role**

Le Rocquier School will manage the post results service requests and advise the candidate of outcome in a timely manner. The exam board will advise the centre of an estimated completion date of the request, which the candidate can obtain from the Exams Officer. The outcome letter will be forwarded to the candidate. Where a change in grade has been awarded then Le Rocquier will provide the candidate with an amended statement of results.

## **Appeals to enquiry about results decisions**

If the candidate remains dissatisfied after receiving the outcome of an enquiry about results then they should contact the Exams Officer who will refer them to the appeals process for

the awarding body. Candidates must discuss the grounds for the appeal with the Exams Officer. If the candidate is dissatisfied with the advice of the Exams Officer they should contact the Assistant Head teacher in charge of exams, Mrs Sarah Hansford, who will ensure that candidates or their parents/carers are afforded reasonable opportunity to express their views. Appeals must be submitted within 14 days of receipt of outcome of enquiry. Only the Exams Officer or private candidate can submit an appeal. Appeals must be made in writing clearly stating the grounds for an appeal. Awarding bodies may charge fees for the appeal, which will be refunded if the appeal is successful.