



Langley Park School for Boys

Procedures for dealing with candidates’

access to scripts, review of marking

and appeals to the awarding bodies

2024/25

Langley Park School for Boys is committed to ensuring that all candidates have equal access to the range of post result services offered by the awarding bodies. Specific information relating to post results services are given to candidates along with their results for each examination season.

Reviews of Marking

- Requests for reviews of marking can only be made through the Examinations Office and must be received by the Examinations Officer no later than the internal deadline set by the Examinations Officer and communicated to candidates via a dedicated exams assembly, and in the information letter and post results form contained in results’ envelopes or attached to emailed results.
- Only the candidate can authorise the school to submit a Review of Marking to the awarding body. Parents/carers/guardians are not permitted to authorise a Review of Marking.
- No request will be actioned without a fully completed request form signed by the candidate. The form explains that a review of marking may cause grades to go down, go up or stay the same. The candidate signing the form is confirming that they understand and accept these conditions. Forms/emails will be retained by the Exams Office for at least 6 months following the outcome of a review or any subsequent appeal.
- No request will be actioned until appropriate payment has been agreed and received from the candidate.
- Candidates are advised to discuss their result with the appropriate Head of Department or their subject teacher before deciding as to whether to proceed with an enquiry. This can be facilitated by the candidate authorising the Examinations Officer to obtain a copy of their exam scripts from the

awarding body. Parents/carers/guardians are not permitted to authorise obtaining a copy of exam scripts.

- A Review of Marking can be requested by:
 - **The candidate.** They **must** sign the post-results form to give consent and pay the appropriate fee by the given deadline before the school will action the request.
 - **A member of the Senior Leadership Team.** They may recommend that a candidate has a Review of Marking. In this case the school will fund the review, however candidate's consent is still required. The candidate can only grant consent by completing and signing the post-results form.
 - **A Head of Department.** They may agree that the department will fund a review on the candidate's behalf. The candidate's consent is still required. The candidate can only grant consent by completing and signing the post-results form. In addition to the candidate's consent, the form must also be authorised by the Head of Department before being submitted to the Examination Officer. The Head of Department must authorise this via an email from their LPSB work email account.
- If the outcome of the Review of Marking is a change of mark, but not overall grade, the awarding body will keep the fee paid by the candidate.
- If the outcome of the Review of Marking is a change of overall grade, the awarding body will reimburse the fee paid by the candidate.
- If the outcome of the Review of Marking is a change of grade, which negates the fee, the Examinations Officer will arrange for the appropriate fee to be refunded through collaboration with the LPSB Finance Department.
- The Examinations Officer will inform the candidate as soon as possible about the outcome of a review. This will be done via email to the email address provided by the candidate on the post-results form.
- Prior to the submission of a Review of Marking, candidates are made aware that the outcome of a Review of Marking is final and their cannot revert back to the original grade. Where there has been a downgrade the request will not be revoked and the original higher grade will not be reinstated.

An appeal to the school by a candidate concerning the decision not to request a post results service.

- In exceptional circumstances, in the event that the school and the candidate disagree about proceeding with a post results service and all reasonable measures have failed to resolve the dispute, then an appeal must be made in writing to the Head Teacher. To submit an appeal, the LPSB Internal Appeal Form (Appendix A) needs to be completed and returned to the LPSB Exams Officer.
- Appeals should normally be made by 15th September for exams in the summer series.
- Candidates are aware that awarding bodies have strict deadlines for the receipt of requests and the centre must have time to resolve any appeal before the submission deadline.

- The appeal will normally be led by the Deputy Head Teacher with responsibility for exams, who will consider whether the request is justified. The candidates estimated/target grade and progress will be considered along with any other subject specific information. The student will be informed of the outcome in writing.
- If the student is not in agreement with the outcome, a personal hearing may be requested with the Head Teacher and a second independent person (e.g. a Governor) provided neither has had a part in the original decision. The student will be informed of the outcome in writing.

An appeal to the awarding body following the outcome of a Review of Marking

- Following the outcome of a Review of Marking, there is the possibility to appeal the outcome with the awarding body.
- The Head of Centre must support the appeal for it to be processed and submitted to the award body.
- In deciding whether to support an appeal, the centre will take account of all relevant factors and give the candidate the opportunity to express their views.
- The grounds for appeal **must** relate to the awarding body's procedures or the application of their post result-service procedures.
- Appeals do not generally involve further reviews of marking candidates' work.
- Only the Head of Centre can submit an appeal to the relevant awarding body.
- Awarding bodies can only enter into discussions over appeals with centres.
- Appeals can only be submitted after the outcome of an enquiry about results has been reported to the centre. Where an original hard copy script has been returned to the centre or a private candidate as part of an enquiry about results its security is compromised and it cannot be the subject of an appeal.
- Appeals must be submitted to the relevant awarding body within 30 calendar days of the notification of the outcome of an enquiry about results.
- Appeals must be made in writing and clearly state the grounds for the appeal.
- Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.
- An appeal against a moderation decision **cannot** be made on behalf of an individual candidate.
- Full details of the awarding bodies' appeal processes are provided on the JCQ website <https://www.jcq.org.uk/exams-office/appeals/>.

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 does not apply to internally assessed components, orals or audio/video tapes.
- Requests for the return of scripts can only be made through the Examinations Office and must be received by the Examinations Officer no later than the internal deadline set by the Examinations Officer and communicated to candidates via a dedicated assembly, in the information letter and post-results form contained in results' envelopes or attached to emailed results.
- Exams scripts can be requested by:
 - **The candidate** – who must sign a consent form and pay the appropriate fee by the given deadline before the school will action the request.
 - **Teaching Staff** – where teaching staff intend to use scripts for teaching and learning purposes or as examples for other students, prior written (or emailed) consent must be obtained from the candidate/s concerned. This consent **must** be sought only after the candidate/s have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before it's use for teaching purposes. If this is the case, the centre's policy is that teachers using scripts for teaching and learning purposes must ensure that anything that can identify the candidate is removed before use.
- A candidate has the right to request their centre **not** to use their scripts. Scripts must only be seen by teachers who are members of staff at this centre or returned directly to candidates. All scripts will be stored securely. Where teachers have used scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner. In such cases disposal must not take place earlier than 20th November in case the awarding body requests the return of some scripts, e.g. for research purposes.

Original hard copy scripts (where provided)

- The originals of scripts that are or have been the subject of any malpractice investigation can be withheld by an awarding body. In these circumstances, a photocopy of the script may be requested.
- Once an awarding body has returned an original hard copy script to a centre its security is compromised and it can no longer be subject to an enquiry about results.
- The Exams Officer will make sure that staff and candidates are made aware that original hard copy scripts must not be written on or tampered with ahead of the earliest date for disposal, and that staff or candidates that have tampered with a script will be liable to be penalised in accordance with the established JCQ policies and procedures relating to malpractice.



LPSB Internal Appeals Form

(Internal Assessment, Review of Marking, Clerical re-check, Review of Moderation, Access Arrangements, Special Considerations, Administration)

Please tick to indicate the nature of your appeal and complete all sections* on the form below.

This is an appeal against:

An internal assessment decision and/or request for a review of marking.	
Appeal against a decision to reject candidate's work on the grounds of malpractice	
The centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.	
The centre's decision relating to access arrangements or special consideration	
The centre's decision relating to an administrative issue	

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification please indicate N/A

Name of appellant		Candidate name if different to appellant	
Awarding body		Component code	
Qualification type & Subject		Component title	

Please state the grounds for your appeal below:

(If applicable, tick below)

☐ Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking.

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed.

Appellant signature:		Date of signature:	
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This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure.

FOR CENTRE USE ONLY	Date received		Reference No.	
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