



Malmesbury School

REVIEW OF MARKING OF EXAMINATION RESULTS POLICY

Introduction

Appropriate action will be taken by the school in cases where evidence indicates unexplained underachievement by students in external examinations.

1. **Reviews Requested by Individual Candidates**

- 1.1 If candidates and/or their parents request a review of marking they will have the opportunity to discuss the appeal with the subject teacher or Senior Curriculum Leader.
- 1.2 Where a Senior Curriculum Leader considers that there is no reasonable explanation for substantial under-performance of a candidate in an examination the matter must be discussed with the Deputy Head/Headteacher before any discussion with the candidate and/or the candidate's parents takes place.
- 1.3 Following agreement with the Deputy Head/Headteacher, the Senior Curriculum Leader will discuss the matter with the candidate or the candidate's parents to determine whether they wish to make a review of marking.
- 1.4 No member of staff must ever offer an opinion as to whether a review of marking should be made.
- 1.5 Candidates will normally be required to pay the fee for a review of marking before the request is submitted.
- 1.6 In all cases, candidates will be informed that their grade could go down as well as up and will be required to sign a form stating that they understand this before the request is submitted.
- 1.7 All information about review of marking enquiries sent to the school by the examination board will be passed on to the candidate as soon as possible and within 5 working days at the most.

2. **Reviews Requested by the School for Individual Candidates**

- 2.1 In certain exceptional cases the Headteacher or Deputy Head (Exams) may agree to the initiation of a review of marking of an individual student by the school. In these cases, payment of the fee is the responsibility of the school.
- 2.2 The consent of the student to the enquiry will be sought and no review will be made unless this is given.
- 2.3 Under no circumstances will the student be advised to request a review of marking.
- 2.4 In all cases, candidates will be informed that their grade could go down as well as up and will be required to sign a form stating that they understand this before the request is submitted.
- 2.5 Where the school has initiated and paid for an enquiry, all information from the exam board will be passed to the candidate.





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3. **Reviews requested by the School for Groups of Candidates**

- 3.1 Where a number of anomalous results appear in the results of one examination, a review of marking into the results of a group of candidates may be requested by the school.
- 3.2 An individual will only be included in a group enquiry review with her/his written consent. No enquiry will be made without this being given in writing.
- 3.3 In all cases, candidates will be informed that their grade could go down as well as up and will be required to sign a form stating that they understand this before the request is submitted.
- 3.4 If a Senior Curriculum Leader in consultation with the Deputy Head/Headteacher feels that it would be beneficial to the teaching of a subject, the return of candidates' scripts may be requested from the exam board.
- 3.5 Candidates' scripts will not be used by staff with other students, except with the candidates' permission.
- 3.6 Payment of the fee for a school initiated group review of marking is the responsibility of the school.

4. **External Bodies**

- 4.1 Pending the results of a review, the school will, on request by the candidate, inform prospective employers, Higher Education and Further Education institutions that an application has been made for a review of marking.

5. **Communications**

- 5.1 All communications must be made through the Deputy Head in charge of examinations.

6. **Review**

- 6.1 This policy will be reviewed in 2022

March 2020

