**Post-results services: Review of Marking Procedure**

**Before you consider appealing your child results, it is important to highlight that an appeal will not definitely result in an upward adjustment of the mark or grade. There is even a possibility that the given grade could be deemed too high and thus be reduced upon appeal.**

**How to I request a Review of Marking at St Philip Howard?**

1. Receive Results on Results Day. A letter will be provided to all Parents by Mrs Pishavadia (Exams’ Officer) on this day, explaining the post-results services, including fees for any marking reviews.
2. Where you have concern that a particular result may not be accurate, email the Head of Department for the subject you wish to request a remark.
3. St Philip Howard will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information to determine if the concern may be justified.
4. The Head of Department will call Parents to discuss whether it may be beneficial to request a review of marking and, if so, in which component/s or paper/s.
5. Students must then complete the written consent for a review of marking and Parents to make payment to St Philip Howard. (In some cases, payment may be made by the school. In cases where the candidate’s grade in Maths or English increases, payment will be reimbursed).
6. Upon notification of the result, Parents will be informed by the Head of Department via telephone if the result has increased. If the grade has remained the same or been reduced, Parents will be informed in writing via email.

\*More information about GCSE Result Appeals can be found below.

However, if you have received your GCSE results and wish to appeal against them, the process is dealt within 4 stages:

**Stage 1 – Reviews of Marking and Moderation**

You can ask that your child’s school request a review of marking or moderation from the exam board. This will entail the exam board informing you whether there were any errors in the exam board’s marking for any exam or non-exam assessment and errors corrected.

**Stage 2 – Appeals to the Exam Board**

If you would like to appeal further and are not content with a marking or moderation error that remains after the review, or on grounds of a procedural error, an appeal can be submitted by your child’s school to the exam board where it will be considered by an exam board officer.

**Stage 3 – Appeal Hearing**

An appeal hearing can be requested by your child’s school if it is not satisfied with the outcome of the appeal to the exam board. This appeal will be considered by a panel at the exam board.

**Stage 4 – Exam Procedures Review Service**

If the school is still not satisfied with the outcome of the appeal hearing, it can apply to Ofqual’s Exam Procedure Review Service for a final review. Ofqual will consider if there is a case and will answer it.

During an appeal, a reviewer must:

Consider the original marking.

* Decide whether there were any administrative errors in the marking, correct them, and adjust the grade accordingly.
* Check each question which only had one right answer and the mark awarded. If there are any errors, the reviewers must remark the question.
* Check that credit was awarded correctly to questions that had a range of answers and that the mark scheme was followed. The reviewers must consider whether the original marker was unduly lenient or harsh, that they had the appropriate subject knowledge to use the mark scheme and that there was a rational basis for the mark

The length of time taken for a GCSE appeal varies depending on which stages are involved. The initial review of marking and appeal to the exam board will typically take between 5-10 weeks, with most exam boards aiming to complete investigations within 6 weeks of receiving your application. Should your appeal require a hearing or even reach the final stage of an Ofqual review, the process may take longer than this in total.