



POLICY DOCUMENT 39

Policy on Public Examinations :
Marking reviewing of Scripts,
Resitting of Papers and Requesting
the
Return of Scripts from Awarding
Bodies

Date approved by Board of Trustees	17/10/2023
Next review due:	Academic Year 2026 - 2027
Policy review cycle:	Every 3 Years
Policy Owner:	Assistant Headteacher - Curriculum

Vision Statement

***We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability and
regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School the
best in the country.***

1. Requests for a review of the marking of examination scripts.
 - 1.1 Individual pupils may, as of right, request a marking review of their own examination papers but this will only be funded by the School when at least one of the following criteria applies:
 - 1.1.1. Where the Head of Department has clear and substantial evidence that there may have been serious flaws in the overall moderation or marking process.
 - 1.1.2. Where the Head of Department believes that a detailed report may help to inform future departmental practice
 - 1.1.3. In cases of financial hardship where the pupil would be eligible for pupil premium (Years 7-11) or a bursary payment (sixth form).
 - 1.1.4. Where the Head of Department and Assistant Headteacher (Curriculum) believe it may result in a pupil avoiding the need to retake English or Mathematics GCSE.
 - 1.2 Requests for marking reviews from pupils must be passed to the Examinations Officer, who will inform the Assistant Headteacher (Curriculum) in the case of GCSE or Level 2 qualifications, or the Assistant Headteacher (Head of Sixth Form) in the case of A Level or Level 3 qualifications.
 - 1.3 Pupils must sign a consent form before a request for a marking review can be made. It is the responsibility of the Examinations Officer to ensure that each pupil understands fully what is entailed before being asked to consent.
 - 1.4 The type of marking review will be decided according to individual circumstances and approved by the relevant Assistant Headteacher. The Examinations Officer must be given this information at the time the request for a marking review is approved.
2. Re-sitting Public Examinations and Units of Examinations. Any student in Sixth Form who has not previously achieved a grade 4 in GCSE English Language or Literature, or in GCSE Mathematics, will have timetabled lessons or tutorial periods to prepare for re-sitting of these examinations.
 - 2.1 Pupils may be entered at the school's expense to re-sit examinations or unit examinations subject to the agreement of the Assistant Headteacher (Curriculum) or Assistant Headteacher (Head of Sixth Form), to whom all requests from parents should be addressed.
 - 2.2 Any request for re-sits will be considered on an individual basis having regard to:
 - 2.2.1. whether the re-sit of a specific Unit is likely to have a significant impact on the final subject grade the pupil might obtain;
 - 2.2.2. whether a higher grade, if obtained, would have a significant impact on the pupil's future progression opportunities;
 - 2.2.3. whether exceptional circumstances have affected the pupil's performance.

- 2.3 When the school agrees to enter a pupil for a re-sit it will provide preparatory work and support. This may include one or more of the following: teaching in timetabled lessons, revision workshops, subject tutorials and the setting and marking of questions.
- 2.4 When a request is granted for a re-sit pupils and parents will be asked to agree in writing that the pupil will attend all relevant sessions and complete work set. Failure to do so without a good reason may result in the Trustees seeking to recover the examination fee on the ground that the school has not been able to prepare the pupil for the examination despite having offered to do so.
- 2.5 When the Assistant Headteacher does not agree to a request for a re-sit, parents may appeal to the Headteacher for a review of the decision.
- 2.6 Alternatively, parents may pay for a re-sit through the school but in this case the school will not provide tuition or other preparatory work.
- 2.7 This section does not apply to the sitting or re-sitting of music grade examinations (please see the Policy of the Governing Body on Charges and Remissions, paragraph 4).

3. Requesting Examination Scripts.

- 3.1 Pupils have the right to request copies of their examination scripts from the awarding bodies. Requests for scripts by individual pupils should be passed to the Examinations Officer.
- 3.2 Such requests will only be funded by the School if the Head of Department believes that sight of a script may help to inform future departmental practice.
- 3.3 Written permission is required from pupils before the school may use the scripts as examples for teaching purposes. Scripts must be anonymised when used for teaching purposes.

4. Involvement of Parents.

- 4.1 Whilst the school will comply with the requirements of data protection, the Headteacher or relevant Assistant Headteacher will seek to involve parents in any post-result process. Pupils will be informed of the outcome of any marking reviewing or re-sitting of public examinations.

Appeals against script reviews

The school will not normally support and appeal against the result of a marking review unless there is clear and substantial evidence that both the original marking and the review have not been conducted correctly.

Any case for such an appeal will first be considered by the Assistant Headteacher (Curriculum) or Assistant Headteacher (Sixth Form).

Written permission must be given by the candidate concerned.

Where the Assistant Headteacher does not agree with the appeal against the marking review, parents may appeal to the Headteacher.

Review of Access Arrangement assessments

Where a candidate has been assessed for eligibility for Access Arrangements, they may request copies of the tests and assessments performed.

Such requests should be made in writing to the SENDCo.

If the candidate subsequently wishes to appeal the decision not to apply for Access Arrangements, this should be in writing, with supporting documentation, to Assistant Headteacher (Curriculum and Assessment).

Review of Special Consideration applications

A candidate may request a copy of the written information provided to the examination board when an application for Special Consideration is made.

Such requests should be made in writing to the Examinations Officer.

A candidate may request information from the exam board as to the extent to which Special Consideration may apply. This should be made in writing to the Examinations Officer.

Centre Assessed Grades

The awarding of Centre Assessed Grades in 2020 and 2021 followed a different process of allocating grades as well as appeals.

In the event of a similar situation happening in the future, the school would follow the guidelines issued by the Department for Education, OFQUAL or the Awarding Authorities. The national regulations do vary from time to time and adherence to these will always take precedence over any school policies.

Any extraordinary policies and procedures will be communicated to Trustees, Parents and Candidates in a timely manner.