



ST AUGUSTINE'S SCHOOL

This advice is to inform all parents of year 11 students of the results day arrangements on Thursday 21 August. It explains how, when and where results will be issued, and it outlines the arrangements for any necessary post-results services.

We ensure that all students are made aware of the arrangements for clerical re-checks, reviews of marking and reviews of moderation prior to the issue of their results. This letter is formal written confirmation for parents of what services are available to our students.

This information is also available on the school website: <https://sasyorks.org/exams>.

Results Day

Ms. Aishling Robinson and senior members of staff are available to all students immediately after the publication of results. They can discuss the results attained and consider a possible submission for a review of marking. The period during which staff will be available is between 8:00 and 15:00 so that our pupils can plan their day accordingly. All students should come to the school reception and make their way to the main hall to meet staff to collect their results.

Any students not available to come into school on results day, Thursday 21 August, will need to give their permission for another delegated person to collect the results on their behalf. Alternatively the statement of results can be emailed to the student directly and they will also be posted on that day. They should sign and return the attached form should they wish to receive their results by another method other than in person.

Post Results Services

On results day school staff will obtain written pupil consent for access to the pupils' exam scripts. This is in case an application for a clerical re-check or a review of marking is necessary, and for the purpose of teacher learning in each subject. This consent will be obtained after the collection of results by the student.

Should staff support an application for one of the post results services, the student will be informed that their marks and subject grades could go down as well as up and that is the reason for securing a second written consent before a request for a clerical re-check or a review of marking is submitted on their behalf.

Awarding bodies will only accept requests from St Augustine's School and not from pupils or their parents. All requests are made online directly to the awarding body and can be submitted for each examination paper.

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All requests must be authorised by a member of staff and given to the Exams Officer to administer. St Augustine's school has a process in place for our students to appeal the Centre's decision not to pursue a review of marking, which will be explained later.

Service 1 (Clerical re-check)

- The request must be received by the awarding body by 25 September 2025.
- The deadline for completion is within 10 calendar days of the awarding body receiving the request.

This service will include the following checks:

- that all parts of the script have been marked;
- the totaling of marks;
- the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Service 2 (Review of marking)

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.

- The request must be submitted to the awarding body by 25 September 2025.
- The deadline for completion is within 20 calendar days of the awarding body receiving the request.

A marking error can occur because of:

- an administrative error;
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
- an unreasonable exercise of academic judgement.

The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

Service 3 (Review of moderation)

This is a review of the original moderation of non-exam assessment and coursework to ensure that the assessment criteria has been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently. Candidate consent is not required for this service.

- The request must be submitted to the awarding body by 25 September 2025.
- The deadline for completion is up to 35 calendar days after the reviewer has received the original sample of work from the school. This is due to the complexities of the process such as co-ordination between the school and the moderator.

Internal Appeals process

We have a published formal appeals procedure for use in cases where St Augustine's staff and students, or their parents/carers, cannot agree as to whether a review of results should be submitted. The formal appeals procedure is available on the school website <https://sasyorks.org/exams>. In deciding whether to support a review of results, we will take account of all relevant factors and allow our students and/or their parents/carers a reasonable opportunity to express their views.

Outcome of reviews

The outcome of each review will be confirmed by the respective awarding body. They will provide a reason for the decision of a review of marking. If the mark has changed, the reason will either be that an administrative error has occurred or there was a marking error. Where there has been a reduction in marks or a downgrade following a review of marking, the request cannot be revoked and the original mark or grade will not be reinstated. The exams officer will communicate the outcome of each review to the student directly via email and will issue a new statement of results for them to give to any post 16 provision awaiting final grades.

The appeals process is available to schools after receiving the outcome of a review of results from the awarding body. In deciding whether to support an appeal, the staff will take account of all relevant factors and allow pupils and/or their parents/carers a reasonable opportunity to express their views. Awarding bodies can only enter into discussions over appeals with schools.

Should you have any questions about results day or the post result services available please contact the Exams Officer via exams@sasyorks.org or call the school admin number 01723 363280.