



Co-op Academy
North Manchester

Post-Results Services

Guide for Pupils & Parents

GCSE Post-Results Services: A Guide for Pupils & Parents

With the examination season fast approaching, we wanted to share with you information regarding the post results options after your child has received their results.

These services allow us to request reviews or access their exam materials. All requests must be made to the school – pupils/parents cannot apply directly to the exam board, and the final decision for applying is that of the Head of Centre.

Below is a breakdown of each service:

1. Clerical Check (Service 1)

What it is: A basic check to ensure all marks were added up correctly.

What it includes:

- Checking all pages were marked.
- Verifying the marks were recorded correctly.
- Ensuring the final grade matches the total marks.

Who should consider it? If the result seems unusual and there may have been a clerical error.

2. Review of Marking (Service 2)

What it is: A full review to check whether the original marking followed the correct guidelines.

What the reviewing examiners will look for:

- a clerical error - a page not scanned, marks added incorrectly
- a misapplication of the mark scheme - something marked incorrect that was correct, marks awarded for something that was incorrect
- an unreasonable exercise of academic judgement from the original marker.

Important: Marks can go up, down, or stay the same.

There is no grade protection for review of marking.

Examiners do not re-mark papers, they review the paper using the mark scheme applied by the original examiner.

In order to ensure there is as little risk of a grade going down as possible, Co-op Academy North Manchester will follow the steps below:

1. Raw mark analysis by subject head of department
2. Pupils close to the next grade boundary identified
3. Copy of the pupils exam script requested from the exam board (written permission needed from the pupil)
4. Head of department scrutinise returned script and professional judgement made on whether a review of marking is appropriate.
5. Exams officer to process review of marking (written permission needed from the pupil) and notify pupil of the outcome.

If a pupil requests directly to the exams officer for a review of marking, this will be discussed with the senior leader responsible for Exams and the subject head of department. Steps 3 to 5 will be followed if this request is accepted.

3. Access to Scripts

We will ask for your consent for accessing your script on results day. This will speed up any possible next steps with regards to your results.

What it is?: A request to see your marked exam paper.

Options:

- Original script (used for review purposes).
- Copy of script (useful for understanding mistakes but not for reviews).

4. Centre actions in the event of a disagreement

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, Co-op Academy North Manchester will:

For a review of marking (Review of Results priority service 2), advise the candidate a review may be requested by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre

For a review of marking (Review of Results service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission (and any required administration fee) for the centre to access the script from the awarding body

After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (Review of Results service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for the centre to request the service from the awarding body

Inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample



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