



# Great Marlow School

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## EXECUTIVE HEADTEACHER

Mr K Ford

## HEAD OF SCHOOL

Mr G Pendlebury

1st July 2024

Dear Parents/Carers

Congratulations to all students on completing their examinations. It is a long haul and we are proud of the way that they conducted themselves throughout. We hope that they are enjoying a well-deserved break.

I am writing with information about Results' Day and post-results services. A copy of the letter will be available on the school website under Examinations Information.

### **Year 11 Results' Day: Thursday 22<sup>nd</sup> August**

We encourage students to collect results in person. It is a chance for them to celebrate the outcome of their hard work with staff who have supported them throughout Key Stage 4, in addition to their celebrations with friends and family. However, we understand that this is not possible for everyone.

Therefore, the plans are as follows:

- 8:30 - 10:30 am: students may collect results in person using the Bobmore Lane entrance
- 10 am: results will be emailed to all students' school email addresses
- 9:00 am - 3:30 pm: students who have applied to GMS Sixth Form will have a 15-minute enrolment appointment. Most of these appointments will take place on Results Day but some may be on Friday 23<sup>rd</sup> August.

### Receiving results by email

- Students must check that they can successfully log in to their school email well before Results' Day. If there is a problem, they should contact [ithelpdesk@gms.bucks.sch.uk](mailto:ithelpdesk@gms.bucks.sch.uk). If this is not sorted in advance, it could delay receipt of results for students not collecting them in person.
- Students must forward emailed results to a personal email address as soon as they receive them. **All school email addresses will be disabled on 30<sup>th</sup> September 2024** for students leaving the school.

### Enrolment appointments

- If your son / daughter has applied for GMS Sixth Form, they should have received a 15-minute appointment date / time by post. Most will be between 9 am and 3.30 pm on 22nd August; a few may be on 23rd.
- If your son / daughter has not applied for GMS Sixth Form but now wishes to do so, they should speak to a member of the sixth form team, either before the end of term or on Results' Day, to arrange an enrolment appointment. The sixth form team comprises Mr Hollyman (Director of Learning, Sixth Form), Miss Jones (Deputy Head of Sixth Form) and Mrs Evans (Y13 Interventions).

- Students must ensure that they have their results before attending an enrolment appointment. Therefore, if they are electing to receive their results solely by email and have been given an appointment time earlier than 10.30 am, they need to request a change to the time by emailing [ohollyman@gms.bucks.sch.uk](mailto:ohollyman@gms.bucks.sch.uk).
- All enrolment appointments will be in the Sixth Form Centre.

We very much hope and believe that most students will be pleased with their results. In the unlikely event that they wish to have one or more component(s) of a subject investigated, the following post-results services are available. Awarding bodies charge a fee for each service. The fee list and all necessary forms can be found on the website under Examinations Information – Post-Results Services.

### **A: Access to Scripts (AtS)**

Students may request access to an examination script before deciding whether to request a review of marking. It is important to note that the script may not always be back from an examination board before the deadline date for requesting a Review of Results Service.

Deadline for requests: **midday on Monday 2<sup>nd</sup> September**

### **B: Reviews of Results Services (RoRs)**

Students must be clear that their component mark, and therefore subject grade, **could go down** as well as up, if either of the following RoR services is requested.

#### **Service 1: Clerical re-check** (for multiple choice examinations only)

Deadline for requests: **midday on Wednesday 18<sup>th</sup> September**

This checks that:

- all parts of a script were marked
- marks were totaled correctly
- marks were recorded correctly

The awarding body must respond within 10 calendar days.

#### **Service 2: Review of marking**

Deadline for requests: **midday on Wednesday 18<sup>th</sup> September**

This checks that the mark scheme has been applied correctly. It does *not* re-mark the script.

It looks for:

- administrative errors (as per service 1 above)
- a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer
- unreasonable exercise of academic judgement – the mark given is one that 'no reasonable examiner could properly have awarded'

The awarding body must respond within 20 calendar days.

### Service 3: Review of moderation

This is only allowed if moderation changed the non-examination assessment / coursework marks. It is not a re-moderation of candidates' work and cannot be undertaken upon the work of an individual candidate.

This checks that:

- the original moderation fairly, reliably and consistently applied the assessment criteria

A candidate can ask GMS to consider requesting a review of external moderation on behalf of the whole subject cohort. This would then be requested by a head of department *if they felt it appropriate*. If it resulted in non-examination / coursework marks being lowered, candidates' published subject grades would not be lowered in the exam series concerned.

The awarding body must respond within 35 calendar days.

Post-results services can only be requested from awarding bodies by Mrs Smith, our Examinations Officer.

If your son / daughter would like to request one of the services outlined above, they must ensure that the relevant fee is paid first and a completed and signed 'Review of Results (RoR) Form' is returned to Mrs Smith on [exams@gms.bucks.sch.uk](mailto:exams@gms.bucks.sch.uk) by the relevant deadline above. **Forms received after these deadlines will not be processed.**

### C: Appeals

Again, students must be clear that their component mark and, therefore, subject grade **could go down** as well as up, following an appeal.

What does a candidate have the right to appeal?

1. A GMS decision not to support / submit a request for a post-results service, a preliminary appeal or an appeal hearing.
2. The outcome of a post-results service.
3. A finding of malpractice and / or the sanction imposed by an awarding body.
4. An awarding body decision about access arrangements, reasonable adjustments and / or special consideration.
5. An awarding body administrative decision, such as that related to the very late arrival of a candidate to an exam.

Full information about appeals, **including deadlines by which one must be requested**, are set out in the [GMS Post-Results Services and Appeals Policy](#).

Appeals can only be sent to awarding bodies by Mr Ford, our Head of Centre.

If your son / daughter would like to request an appeal, they must ensure that the relevant fee is paid first and a completed and signed 'Appeal Request Form' is returned to [exams@gms.bucks.sch.uk](mailto:exams@gms.bucks.sch.uk) by the relevant deadline set out in the policy. **Forms received after the deadlines published in the policy will not be processed.**

**Fees must be paid to GMS in full through WisePay before any request will be submitted to an awarding body.** Fees will be refunded if an error is found to have been made or an appeal is upheld.

JCQ have produced a useful infographic about the post-results services outlined in this letter: [Post-Results Services](#).

### **Autumn Re-sits**

English Language and Mathematics will be available to re-sit in the November 2024 exam series for students who remain at GMS. Students must email Mrs Smith on [exams@gms.bucks.sch.uk](mailto:exams@gms.bucks.sch.uk) if they wish to be entered for either / both.

Deadline for requests: **midday on Friday 27<sup>th</sup> September**

Please be aware that some of our deadlines will not match those published in JCQ or exam board guidance. This is because we need to build in time for us to action any requests that we receive.

I appreciate that there is much information to digest here. Please do not hesitate to contact Mrs Smith, our Examinations Officer, on [exams@gms.bucks.sch.uk](mailto:exams@gms.bucks.sch.uk), if you have any questions.

If any student would like advice about their next steps, Mr Pendlebury (Head of School) will be happy to help. He can be contacted at the following times:

- in person or by email ([gpendlebury@gms.bucks.sch.uk](mailto:gpendlebury@gms.bucks.sch.uk)) before the end of term and on 22<sup>nd</sup> / 23<sup>rd</sup> August.

We look forward to seeing as many students as possible in August and hope that everyone has an enjoyable summer in the meantime.

Kind regards,

**Louise Fletcher**  
**Assistant Headteacher (Achievement and Academic Data Standards Lead)**