



Review of Results Process and Appeals Procedure

1. Appeals against the centre's decision not to support a Review of Results (RoR)

1.1 Review of Results Process (Stage 1): Before the Review of Results Application

This procedure confirms Tonbridge Grammar School's (the School) compliance with JCQ's *General Regulations for Approved Centres 2023-2024, section 5.13* that the School has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation..."

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Examinations Officer and available on the [school website – Examinations Support](#).

Before candidates sit any examinations they are informed (via the [website](#) and assemblies) of the arrangements for post-results services and the accessibility of senior members of school staff immediately after the publication of results.

If the School or a candidate has a concern and believes a result may not be accurate, a Review of Result may be requested. Senior staff and the GCSE Examinations Officer will be available to advise candidates of the options (1-3) listed below before requesting any Review of Result, but once payment has been made via ParentPay for any type of RoR and consent received, the request will be processed online via the Awarding Body website.

The Awarding Bodies offer three **Review of Results (RoRs) services**.

- Option 1 – clerical re-check
- Option 2 – review of marking
- Option 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent is required in all cases before a request for an RoR Option 1, 2 or 3 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

To request an RoR service, candidates must complete a consent form and arrange for the appropriate awarding body fee to be paid via Parentpay. The School then applies on their behalf.

If a concern is raised about a particular examination result and the candidate feels that the School should investigate further. The Head Teacher, as Head of Centre, in liaison with the Examinations Officer and

teaching staff, will explore the feasibility of requesting a review supported by the School. If the candidate believes there are grounds to appeal against the School's decision not to support a review, an internal appeal can be submitted to the School by completing the **Appendix One : Review of Results Appeal Form Stage 1** at least one week prior to the Awarding Body deadline for submitting an RoR. The candidate will be informed of the outcome of the appeal before the Awarding Body deadline for submitting an RoR.

1.2 Appeals procedure following the outcome of a Review of Results (Stage 2)

Following the RoR outcome, an external appeals process is available if the Head Teacher remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a 'Preliminary Appeal'. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

Where the Head Teacher is satisfied after receiving the EAR outcome, but the candidate believes there are grounds for a Preliminary Appeal to the awarding body, an internal appeal may be made to the Head Teacher, using the **Review of Results Appeal Form (Appendix Two)**.

The Enquiry About Results Appeal Form should be completed and submitted to the School within 10 calendar days of the notification of the outcome of the EAR. Subject to the Head Teacher's decision, this will allow the School to process the Preliminary Appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the enquiry about results process.

The Head Teacher's decision as to whether to proceed with a Preliminary Appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*.

Awarding body fees, which may be charged for the Preliminary Appeal, must be paid to the School before the appeal can be submitted to the awarding body (details of fees are available from the Examinations Officer). If the appeal is upheld by the awarding body, they will refund the fee which will then be repaid to the candidate by the School.

Appendix One: Tonbridge Grammar School – Review of Marking Form : Stage 1

This form should be completed to appeal against the School’s decision not to support a Review of Marking.

FOR SCHOOL USE ONLY	
Date received	
Reference No.	

Name and Tutor Group of appellant (usually the candidate)		Candidate Name <i>If different to Appellant</i>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Appellant declaration

By signing here, I am confirming that my appeal is against an internal decision not to request a Review of marking on my behalf. **In giving consent, I understand that the mark awarded to me following the review may be lower than, higher than, or the same as the mark which was originally awarded for this subject.**

Signature:

Date of signature:

I give my permission for my Review of Marking to be shared with the school

Please tick

Please return to the Examination Officer (on behalf of the Head Teacher). The fee for this service will be processed via Parentpay (this is refundable should the mark change).

Approved: June 2024

Review: June 2025

Approval: Head Teacher

Appendix Two : Tonbridge Grammar School – Review of Marking Appeal Form : Stage 2

This form should be completed to appeal against the School’s decision not to support an appeal regarding the outcome of a Review of Marking

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name of appellant (usually the candidate)		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

Appellant signature:

Date of signature:

Appendix Four - Further guidance to inform and implement appeals procedures

JCQ

- General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres - Reviews of marking (centre assessed marks)
<https://www.jcq.org.uk/exams-office/controlled-assessments>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

- GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCSE (A* to G) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>
- GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- Pre-reform GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>