

## Post Result Services Summer 2025 (Review of Marking and Access to Script Requests) – Policy and Procedures.

**All Requests for a Review of Marking or Access to Script Request must come from the candidate and the appropriate form completed before the request can be made.**

A Review of Marking (ROM) can **ONLY** be requested after external (GCSE and A Level) examination results are issued. Please see the separate policy from JCQ and Beckfoot Appeals Policy for information about Non-Exam Assessment and Coursework Reviews.

**Submitting reviews of marking following GCSE and GCE exam results** will only be processed when the following procedures have taken place:

A ROM **requested by a student** who is unhappy with the final grade awarded.

- The student should discuss this with the faculty representative on results day whenever possible. This may not be the subject teacher, but a representative for the faculty.
- Please note that results are often in school holidays, if students do not **make a request on results day**, please allow for reasonable response times during holidays, which may be when school reopens in September.

**Students should always expect to pay for a Review of Marking**, the fees payable are on individual Awarding Body websites and are payable per script, for example, 3 AQA Foundation GCSE Maths Papers would cost £130.50 (price correct as at June 2025 and is for indication purposes only) students can choose to have only one paper reviewed if they prefer, they do not have to request all papers. All fees **must** be paid before a request is made to the Awarding Body.

### **Deciding what to do after you have received your results.**

- As a guideline, please note that only where students are missing out on 'next steps' due to a low grade will school consider supporting a request. This should not

discourage a student from making the request, Beckfoot School will review each request based on its individual merit.

- No reviews of marking will be submitted through email requests, without a scanned and signed copy of the ROM form.

**Priority Review of marking** is when there is a case of an urgent post sixteen reviews of marking, which may need to be processed immediately after the results issue. This can be requested on A-Level Results Day until GCSE results day, the deadline for Priority Reviews closes on **21<sup>st</sup> August 2025**. Due to the urgency, a member of Leadership Team will sign the appropriate paperwork in the absence of the subject teacher / Faculty Leader.

**Access to Script Request** School may identify from time to time, to use a script for ongoing Teaching and Learning once it has been marked and a grade awarded.

The candidate should be approached by the faculty, requesting the candidate sign an Access to Script Consent Form for access to and use of the examination scripts.

- The candidate **does not** have to give consent and may say **NO** to school.
- If consent is given, the candidate can give consent but request the name and candidate number must be removed before use in the classroom.
- Consent can be given with scripts used in the classroom, and students having no objection to other people knowing who they belong to.
- Candidates may wish to request a copy of the script prior to requesting a Review of Marking. This could help decide whether a ROM is the right course of action, there may be a charge – please check with the Exams Team for up-to-date information. Several exam awarding bodies have new online facilities they are trialling, and this facility may be free going forward.
- If a student wishes to obtain a copy of their script(s) for their own records, a maximum of 5 scripts can be requested, we reserve the right to charge an administration fee if more are requested due to the volume of additional work – please check with the Exams Team for up to date information.

### **Refund of Fees for a review of marking**

When a ROM has been requested, if the mark increases the overall final grade, the Awarding Body will refund the fees for the script where there is a plus change.

Any refunds of fees due which have been paid by the candidate/parent/carer will be passed back as soon as possible from the Awarding Exam Body.

If a student/parent/carer has paid through the Parent Pay money will be refunded as soon as possible to the account once it has been received back from the Awarding Exam Body. If a bank transfer is made, please complete a form with your bank details and Trust Finance will action a bank transfer as soon as possible.

All Forms for Post Results Services for Summer 2025 can be obtained on results days as a paper copy, or downloaded from the school website exams tab.

<https://www.beckfoot.org/students-learning/examinations-results/>