



HELE'S SCHOOL POST RESULTS POLICY

School procedures

Staff and Students will be sent via email details of all post results available, along with deadlines and pricing before results day.

Review of Marking

- Reviews can be requested by the school from awarding bodies for a short period after the publication of results.
- In cases where students are close to a grade boundary, or where unexpected results are gained, Heads of Department are encouraged to request re-marks.
- Head of Department and senior line managers (SLT) discuss the possibility of reviews during the cycle of results review, after the publication of results
- Head of Department propose possible re-reviews to line manager (SLT member).
- Senior Leadership (SLT) will determine which are funded from the school central examinations budget.
- If students are funding their own review, payment must be received prior to processing.
- No request will be processed without the consent of the candidate.

Script requests

- Copies of marked scripts can be requested from awarding bodies for a short period after the publication of results.
- Head of Department decide whether to request marked scripts
- Senior Leadership (SLT) will determine which are funded from the school central examinations budget.
- If students are funding their own script request, payment must be received prior to processing.
- No request will be processed without the consent of the candidate.

Student/ Parent procedures

- If students or parents want the school to request a review of marking or script return they should contact the Examinations Officer or a member of the Senior Management Team of the school. This can be done on or shortly after results are released in the summer break.
- The school will consider the request and, if agreed, fund the process. At this point the candidate and/ or parent will be informed of the decision.
- If the school does not agree to the request there will be the opportunity for the student or parent to request a re-mark or script return, through the school, on payment of the appropriate fee.
- If there are difficulties in arranging payment, with the agreement of SLT (Business Manager) it may be possible for the student/parent to pay the school in instalments.



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Appeals

- If the parent/ candidate does not agree with the decision not to request a re-mark or script return from the awarding body they should contact the Principal in writing, within 10 working days of receipt of the decision.
- The Principal will respond in writing within 10 working days of the receipt of the appeal, and will communicate the final decision.

Hele's School Policy No:		Person Group Responsible:	SLT/Exam Officer
Review Period	Biannual	Last review Date:	October 2017
Related documentation			