

## **Re-marking External Assessments and Examinations**

As an academy we are concerned that every student's external assessment and examination grades are a correct reflection of their work and efforts. This determination extends to the examination boards themselves, and in the case of coursework marked by the school, this is sampled by them and the grades given are verified as appropriate. Examination papers are also scrutinised and moderated so that consistency occurs. Despite this, there are still occasions where marking given gives rise to concern, predominantly when a student seems to have underperformed for no explainable reason or that their given marks are so close to the next grade borderline that the re-interpretation of some small part of the student's paper could lead to a change in grade.

We carefully scrutinise all results that are returned to the academy by examining bodies and where we believe that a mistake has been made we will return papers for a re-mark. In such cases this is a careful professional judgement made by the Subject Leader and sanctioned by a Senior Leader in the light of our experience in dealing with re-marks and our knowledge of the likelihood of success for the candidate. It is important to state that re-marks of papers can result in movement of marks down as well as up, and significant shortfall can lead to the given grade going down!

Should you be concerned over a result you should first contact the Subject Leader for that examination subject, who will discuss your child's result along with the realistic possible outcome of any appeal. The final decision over the academy's support for a re-mark will be given within 24 hours.

Given all of this, there are times when a parent or child would want to insist on a re-mark against our best advice. Should this be the case the parent should complete the two attached forms and submit them, along with the appropriate remittance, to the examination officer, Mr Ian Wilson, at the academy. The fee of £50 will cover the cost of the re-mark and a small administration fee. Should the appeal be successful the fee will be reimbursed in full. Should you decide to follow this route please note that this process is time constrained and unnecessary delay may lead to an inability to process this request. The examination officer can provide you with the actual deadlines to be followed to avoid this.



**Request form for external examination paper re-mark.**

Student name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

**Details of the requested re-mark**

Exam Board: \_\_\_\_\_ Qualification Level: \_\_\_\_\_

Subject Title: \_\_\_\_\_ Paper or Unit to be remarked: \_\_\_\_\_

Reason for requested re-mark:  
\_\_\_\_\_

I understand that the result of this re-mark could be:

- The mark being lowered, and **possibly** the original grade being lowered
- The original mark being confirmed, resulting in no change in grade
- The mark being raised, and **possibly** the original grade being raised

I also understand that the £50 fee for this service will only be refunded should the original **grade** be improved.

I enclose cheque/postal order/cash/ Bank transfer details for £50

I also enclose the official examination board candidate consent form, signed by the student

Signed: \_\_\_\_\_ (Parent/guardian)

Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

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**Internal use only**

Examination officer: \_\_\_\_\_

Date received: \_\_\_\_\_

Date actioned: \_\_\_\_\_

Date remark received: \_\_\_\_\_

Result: \_\_\_\_\_

Grade up/Grade maintained/Grade down\* (circle as appropriate)

Date parent and student informed: \_\_\_\_\_

Reimbursed: Yes/No\*