



**The Haberdashers' Aske's Boys' School**  
Nurturing Excellence

# Review of Examination Scripts Policy

|             |                |
|-------------|----------------|
| Policy Type | Non-Regulatory |
| Last Review | Summer 2021    |
| Next Review | Summer 2022    |

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# 1 Related Information

## 1.1 Regulatory Guidance

This regulatory policy has been reviewed in accordance with the following guidance:



## 2 Background

This policy outlines the support that The Haberdashers' Aske's Boys' School provides to students and parents following external examination results in August of every year.

## 3 Access to Scripts

Each candidate (student) must complete a Post Examination Services form, available in the results envelope, on HabsNet and the Parent Portal. This completed form, should be submitted to the Examinations' Department along with relevant fees.

The Examinations' Department will return the candidate's examination script, via e-mail, within a reasonable time frame, following release by the Awarding Body.

At no point will any academic department request a script on behalf of a candidate.

## 4 Release of Relevant Examination Mark Schemes

In order for candidates and/or parents to review their requested examination scripts, all departments will make available, on results days, the relevant A Level examination mark schemes for any student who has requested a copy of their script.

The mark schemes will be, as published by each Awarding Body and will not be annotated or altered. These should provide sufficient information for a candidate to review their own work and assess the accuracy of the marking.

The publication of mark schemes may differ between departments depending on the restrictions of differing Awarding Bodies.

It is important that these mark schemes are treated with care regarding confidentiality. They should be accessed solely for the purpose of reviewing a candidate's own work.

Following this review, the mark scheme should be disposed of. Under no circumstances should candidates distribute the mark scheme more widely, for example on social media.

## **5 Review of Scripts by Teachers at The Haberdashers' Aske's Boys' School**

The review of examination scripts will depend upon which examination a candidate has sat. Heads of Department and Teachers at The Haberdashers' Aske's Boys' School will not remark or scrutinise any script in detail. Where appropriate, a general review of the overall script may be conducted at the specific request of a candidate/parent, but no remarks will be completed under any circumstances.

A review by The Haberdashers' Aske's Boys' School may involve, where possible:

- Checking the entire script is present
- Checking that the candidate's answers have all been awarded a mark
- Checking that the raw marks of a candidate correlate to the total sum of the candidate's marks.

A review by The Haberdashers' Aske's Boys' School will not involve:

- Detailed marking of each question
- Checking the accuracy of the marking of an external examiner
- Scrutiny of a candidate's answer in relation to the published mark scheme
- Analysis of mistakes made in each answer given by a candidate
- A comparison of performance of the examination with normal standards of performance for the candidate
- A commentary of the candidate's performance for each question relating to the mark scheme
- A judgement of whether a mark will increase or decrease should a Review by the Awarding Body be requested.

## **6 When will a Department Review a Script?**

All Heads of Department will happily discuss individual cases with students or their parents. However, priority will be given to A2 candidates.

AS and GCSE candidates should wait until term begins. They will then be able to request a copy of the official mark scheme from the Head of Department, if they have already requested a copy of their script through the Examinations' Department.

These expectations should be consistent for all candidates; however, Departments may be willing to offer further support for candidates based upon the examinations that they have sat.

## **7 A2 Examinations**

Heads of Department will give the review of A2 candidates' work priority over other candidates.

Prior to engaging with a Head of Department, the candidate must have:

- Gained electronic access to their script through the Examinations' Department
- Reviewed their own script against the provided mark scheme
- Outlined clearly where they feel the Awarding Body has failed to mark the script correctly and provided a series of questions/queries following their own review, which they would like further discussion with a teacher or Head of Department. This should be documented on the form provided in Appendix A.

The emphasis must be on the candidate reviewing their own work prior to discussions with the relevant Head of Department.

## **8 AS and GCSE Examinations**

Departmental and Pastoral staff will be available on results days. To address any concerns a candidate may have regarding the marking of their script, Heads of Department will be available once term begins. Prior to engaging with a Head of Department, the candidate must have:

- Gained electronic access to their script through the Examinations' Department
- Reviewed their own script against the provided mark scheme
- Outlined clearly where they feel the Awarding Body has failed to mark the script correctly and provided a series of questions/queries following their own review, which they would like further discussion with a teacher or Head of Department. This should be documented on the form provided in Appendix A.

The emphasis must be on the candidate reviewing their own work prior to discussions with the relevant Head of Department.

## **9 Request for a Review by a Head of Department**

Once a candidate has checked his script against the official mark scheme, he may, if he wishes, complete a Candidate Script Review Request – see Appendix A. This form is to be sent to the appropriate Head of Department.

## **10 Request for a Review by the Awarding Body**

Candidates should note that Awarding Bodies will not 'remark' a script, they will only 'review' the script to ensure all procedures have been adhered to.

All reviews by the Awarding Bodies are requested at the candidate's own risk. Marks and/or grades can decrease as well as increase.

A candidate may request a Review of their script from the Awarding Body at any point. Please follow the guidelines on the Post Exam Services form.

## Appendix A – Candidate Script Review Request

(FOR ATTENTION OF HoD)

**Candidate’s own analysis of script prior to a Review of Marking Request**

|  |  |                       |  |
|--|--|-----------------------|--|
| <b>Candidate’s Name</b>  |  | <b>Candidate No.</b>  |  |
| <b>Subject</b>   |  | <b>Paper</b>          |  |
| <b>Teacher(s)</b>  |  | <b>Date:</b>          |  |
| <b>Grade Awarded</b>   |  | <b>Mark Awarded</b>   |  |
| <b>Question Number</b>   |  |                       |  |
| <b>Candidate’s judgment of comparison to the Awarding Body’s mark scheme</b> |  | <b>Other Comments</b> |  |
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|  |  |                       |  |
| <b>Candidate’s signature</b>   |  | <b>Date submitted</b> |  |

- This form to be sent to the relevant Head of Department
- On advice of the HoD, the candidate may then fill in the Post Exam Services form for a mark review request