**Ulster College of Music**

**Post Results Services Policy 2022**

1. Relevant centre staff regularly check the dates of the post-results process, including the published deadlines for clerical re-checks, reviews of marking and reviews of moderation.
2. The examinations officer and/or tutors will make candidates aware of the arrangements for clerical rechecks, access to scripts (externally assessed examination papers), reviews of marking and reviews of moderation prior to the issue of results. Where requested, candidates can be provided with a written statement of the arrangements.
3. The examinations officer and/or tutors will be accessible to candidates immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates will be informed of the periods during which centre staff will be available so that they may plan accordingly.
4. For internal candidates, awarding bodies will only accept requests for reviews of marking from centres and not from candidates or their parents. In deciding whether to support a recheck or a review, the Ulster College of Music will take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. If the student or their parents/carers disagree with the decision of the Ulster College of Music administration team they can appeal to the Management Committee. A majority decision from the committee cannot be appealed again.

Private candidates may submit a request for review of marking directly to an awarding body. Private candidates are identified by the centre when submitting entries.

Awarding bodies will use this information to validate requests that come directly from candidates. The awarding body will advise private candidates of the process for reviews of marking.

* 1. The Ulster College of Music will obtain written candidate consent for clerical re-checks, access to scrips requests and reviews of marking, as with these services candidates’ marks and subject grades may be lowered. Failure to do so is considered centre malpractice. Consent forms can be found at the end of this policy.

Candidate consent for clerical re-checks, access to scrips requests and reviews of marking will be obtained as required after the publication of results.

Candidates will be informed that their marks and subject grades could go down as well as up and must provide their written consent before a request is submitted. (Written consent from the candidate is also acceptable by email.)

If candidate malpractice is discovered during a review of marking or a review of moderation, the script/coursework/non-examination assessment will be processed in accordance with the JCQ document Suspected Malpractice – Policies and Procedures. Candidates may lose some or all of their marks, consequently affecting grades awarded.

An online request carries with it confirmation to the awarding body that the candidate’s written consent has been obtained. (The submission of a signed request form does likewise.)

* 1. Consent forms or emails from candidates will be retained by the College and kept for at least six months following the outcome of the clerical recheck or review of marking or any subsequent appeal. The awarding bodies reserve the right to request such documentation.
	2. Written candidate consent is not required for a review of moderation. Candidates’ marks may be lowered but their published subject grades will not be lowered in the series concerned. However, centres should be aware that a lowered mark may be carried forward to future certification. For example, if a non-examination assessment mark which contributes to an AS award (unitised GCE AS qualification) is lowered because of a review of moderation, the AS grade will be protected, but the lower mark will contribute to any subsequent A-level award (unitised GCE A-level qualification).

The Ulster College of Music will therefore ensure that candidates are made aware that a mark for a NEA component may be lowered which could affect future certification.

1. **Review of all available Post Results services**
	1. **Service 1 (Clerical re-check)**

This service will include the following checks:

• that all parts of the script have been marked;

• the totalling of marks;

• the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

(Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).)

* 1. **Access to Scripts (externally assessed examination papers)**

The service is available for externally assessed components of both unitised and linear GCE and GCSE specifications. Centres will be able to request copies of GCE AS, GCE A-level and GCSE scripts before deciding whether to request a review of marking.

* Prior written permission must be obtained from any candidate where the centre intends to request his/her script(s). This permission must only be sought after the candidates have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use. Scripts must only be seen by tutors or returned directly to candidates.
* A copy of the relevant mark scheme will be made available to centres by the awarding body, normally after the publication of results.
* Information recorded by candidates in examination scripts is exempt from Subject Access Requests under the provisions of the UK GDPR.
	1. **Service 2 (Review of marking)**

The service is available for externally assessed components of both unitised and linear GCE and GCSE specifications.

This service will include:

• the clerical re-checks detailed in Service 1;

• a review of marking as described above.

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.

A marking error can occur because of:

• an administrative error;

• a failure to apply the mark scheme where a task has only a ‘right’ or ‘wrong’ answer;

• an unreasonable exercise of academic judgement.

**5.3 Priority Service 2 (Review of marking)**

The service is available for externally assessed components of both unitised and linear GCE A-level specifications.

This is a priority review of the original marking to ensure that the mark scheme has been applied correctly.

Changes to candidates’ results arising from a review of marking cannot lead to a subsequent late request for a review of moderation.

Important: Awarding bodies strongly advise candidates and/or their centres to inform their university or college choices that a review of results has been requested. By informing them, they may be able to keep the candidate’s place open until the review has been completed.

An awarding body will not inform UCAS or others that a review of marking has been requested. However, it will advise UCAS of any grade change arising from a review.

**5.4 Service 3 (Review of moderation)**

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates’ work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

**Please note that if your centre’s internally assessed marks (coursework or non examination assessment) have been accepted without change by an awarding body, this service will not be available.**

 Candidate consent is not required

* Reviews of moderation may not necessarily be completed to meet individual universities’ deadlines.
* The review of moderation will be undertaken on the original sample of candidates’ work.
* A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.
* A review of moderation cannot be undertaken where a mark for an internally assessed component has been transferred to a subsequent series.
1. **Appeals**

Appeals can only be submitted after the outcome of a review of results has been reported to the College. An appeal against a review of moderation decision cannot be made on behalf of an individual candidate.

* 1. Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld. In deciding whether to support an appeal, the Ulster College of Music will take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views.
	2. In the case of internal candidates, only the head of centre can submit an appeal to the relevant awarding body. Representations must be made to the head of centre of the Ulster College of Music. It will be the head of centre’s decision as to whether to proceed with an appeal. If the student or their parents/carers disagree with the decision of the head of centre they can appeal to the Management Committee. A majority decision from the committee cannot be appealed again.
	3. Appeals must be made in writing and clearly state the grounds for appeal.
	4. Awarding bodies will accept appeals directly from private candidates.

**CCEA Clerical re-checks, reviews of marking and appeals**

Candidate consent form

**Information for candidates**

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

● Your original mark is lowered, so your final grade may be lower than the original grade you received.

● Your original mark is confirmed as correct, so there is no change to your grade.

● Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you must sign the form below. This tells the head of your college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

**Candidate consent form**

Centre Number: 71209

Centre Name: Ulster College of Music

Candidate Number:…………………………………….

Candidate Name:…………………………………………

Details of review (Awarding Body, Qualification level, Subject title, component/unit)

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I give my consent to the head of my college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: ………………………………………………………………………………………….. Date: ………………………….

This form should be retained on the centre’s files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

**CCEA Access to Scripts**

**Access to and use of examination** **scripts**

**Candidate consent form**

Centre Number: 71209

Centre Name: Ulster College of Music

Candidate Number:…………………………………….

Candidate Name:…………………………………………

Details of review (Awarding Body, Qualification level, Subject title, component/unit)

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☐ I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

☐ If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.

☐ If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: …………………………………………………………………………………

Date: .........................................

This form should be retained on the centre’s files for at least six months.