



**THE HART
SCHOOL**
*Creative
Education
Trust*

Review of Results Procedures

2019/20

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
David Thompson – Vice Principal	
Date of next review	September 2020

The Hart School is committed to ensuring that all students have equal access to the full range of Review of Results offered by Exam Boards.

All candidates are made aware of exam board post results services prior to sitting any external exams. This information is given out in student exam packs which also contain individual candidate exam timetables and the JCQ 'Information for Candidates' documents.

Arrangements for school to be open on results days are made by the Head of Centre and is published on the school website and social media for students and parent's information before the end of the summer term.

On all results days senior staff from the school are for the entire duration that school is open to provide information, advice and guidance to support students once they have received their results.

The following procedures apply for Post Results Services:

- 1) All requests for a review of results must be received by the Exams Officer in school no later than 21 days after the publication of provisional results to allow time for processing the request. The exact deadline dates for these will be sent out to Faculty Directors prior to exam results being released.
- 2) No request can be actioned before the Exams Office receives a fully completed 'Post Results Services - Candidate Request and Consent Form', signed and dated by the candidate. These forms are distributed to students on exam results day, and the content of the form is explained to them in full so that they are aware what they are signing and giving their consent for.
- 3) Once the form is fully completed and signed by the student the Faculty Director will then complete a 'Request for RoR Form' fully outlining the student's details, all exam units concerned, and which RoR Service is required. This form must be signed and dated by the Faculty Director prior to submission to the Exams Office. **Faculty Directors must ensure that candidates are aware that before they submit the form the final subject grade they are awarded following a review may be higher or lower than the original grade they were given.**
- 4) Where a student wishes to make a review of results they should discuss it with the appropriate Faculty Director in the first instance. If the Director then agrees to the review then the school will fund the RoR.
- 5) If the Faculty Director disagrees that there is a valid case for a review but agrees that the student can go ahead with the review then the student must pay the appropriate fee for the review. The fee must be paid before the school will action the request.
- 6) Once the fully completed form is received and accepted by the Exams office, two members of the Exams team will together submit the Review of Results request online with the Exam Boards, ensuring that all information submitted is correct and reflects the students original request detailed on the signed consent form.
- 7) The school will inform the pupil as soon as possible about the outcome of any Review of Results.