

## What to do if you're not happy with your results – Review of Marking

### Talk to your teacher or the Head of Faculty

If together you decide there may be a problem with the marking there are a number of things that can be done BUT there may be a cost involved, so your parents may need to sanction this.

### Decide, with your teacher, Head of Faculty and your parents what you want to happen

You and your parents can also discuss this with Mrs Bothwell, Exams Officer, please email [lbothwell@birchwoodhigh.org.uk](mailto:lbothwell@birchwoodhigh.org.uk) to make an appointment or ask at Visitors Reception to see her. If you would like a review of marking and your teacher/parents agree you can either download the Post Results' Services Order Form from the website or you can see Mrs Bothwell who can help you complete the form. Please remember that the fees are per component so you need to be clear which component(s) you would like to have remarked.

**Please remember that marks can go down as well as up – you could end up with a lower mark.**

**Ensure that the form is signed by you and your teacher and that a cheque or cash is in the completed finance envelope with the completed form.**

**No request for an enquiry will be made unless all of these requirements are satisfied.**

The completed envelope/form must be handed to Mrs Bothwell within the deadline stated on the request form. **No requests will be accepted after the deadline.**

The outcome can take as little as a few days or several weeks depending on the subject, Mrs Bothwell will write to you with the outcome as soon as it is received. If the outcome is a Grade change there will be no charge from the Exam Board, if this is the case arrangements will be made for the payment to be refunded.

### What are the Services?

Copy of Marked Paper (ATS)	Allows you to request copies of your marked exam papers
Return of Original Script (ATSO)	Allows you to request your original script. <b>IMPORTANT:</b> Once you have this, you cannot then request a review of marking
Return of Original Script Post Results (ATSO)	Allows you to request the original script after/with a post-result service amendment
Clerical Check of Marks (Service 1)	A check of all clerical procedures which lead to a result being issued
Clerical Check with a Copy of the Checked Script (Service 1)	As previously described plus a copy of the script
Review of Marking (Service 2)	A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. <b>IMPORTANT:</b> MARKS CAN GO DOWN AS WELL AS UP – YOU COULD END UP WITH A LOWER MARK
Review of Marking with a Copy of the Post Results Amended Script (Service 2)	As previously described plus a copy of the reviewed script. <b>IMPORTANT:</b> MARKS CAN GO DOWN AS WELL AS UP – YOU COULD END UP WITH A LOWER MARK