

## January 2023 Results Days

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<b>Cambridge Nationals</b> Creative iMedia and Enterprise & Marketing	Thursday 16 March 2023
<b>Cambridge Technicals (Level 3: IT)</b>	Thursday 16 March 2023

All results will be emailed to students (to their school email address) after 8:00am on the morning of results day.

### Certificates

The results that students receive on results days are provisional results. The only proof of final grades are certificates. It is these certificates that further education and potential employers will request to see as confirmation of qualification grades.

Certificates for January 2023 will be sent by exam boards to Fullbrook in the summer term and will be checked and verified. Fullbrook will advise students by email when certificates are ready for collection. Any uncollected certificates will be retained securely in the exams office and issued to students alongside their final certificates for summer 2023.

### Enquiries about Results and Reviews of Marking

Normal post results services are available for the January 2023 exam series, including Clerical Re-checks, Reviews of Marking and Access to Scripts. Fees are payable at the time of request for all services. All requests must be made in writing by completing the appropriate form and submitted by the published Fullbrook deadlines.

The student's signature is required (confirming consent for the review) for all review of results services as marks/grades can remain the same, go up or down. Any change in marks/grades cannot be reinstated and the reviewed mark/grade must stand. The fee will be refunded if the subject/component grade increases. The outcome will go directly to the Exams Office. The Exams Office will notify the student directly by email within one week of the receipt of outcome from the exam board.

Before requesting a review of results, students should read the information below and consult with their teacher or the head of faculty for the subject so they may make an informed decision about whether to request a review. All services outlined below are only available for exam components, not for non-examined assessment and/or coursework.

#### Clerical re-check (Service 1)

- This service will check all of the procedures leading to the issue of a result and include the following checks;
  - That all parts of the script have been marked;
  - The totalling of the marks;
  - The recording of the marks.
- Exam Boards will complete clerical re-checks within 10 calendar days of receiving the request from Fullbrook.

### Review of Marking (Service 2)

- This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.
- Reviewers **will not** re-mark the script (exam paper). They will only act to correct any errors identified in the original marking.
- 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.
- This service will include;
  - The clerical re-checks as detailed in Service 1;
  - A review of marking as described above.
- Exam Boards will complete reviews of marking in the timeframe below;
  - Within 20 calendar days of receiving the request from Fullbrook

The JCQ appeals process is only available following the outcome of a review of results and further information will be issued when Fullbrook email the review outcome to the student.

<https://www.jcq.org.uk/exams-office/appeals>

### Internal Appeals Procedure and Policy

All requests for reviews must be submitted (and thus supported) by Fullbrook. We may recommend that a review (or subsequent appeal) is not in the best interest of the student, for example; where marks are too close to lower grade boundaries. In the event of Fullbrook and the student, or their parent/carer not being in agreement as to whether a review should be submitted, the Fullbrook Internal Appeals Procedure should be followed. This can be viewed within our Exams Policy (Appendix 6, pages 44-50), available on the exams page of the website

<https://www.fullbrook.surrey.sch.uk/exams/>.

### Access to Scripts (ATS)

Students considering a review of marking may first wish to view a copy of their script (exam paper). To request this service, students should complete the relevant form and pay any fees (where applicable). Students should request this service as soon as possible – we are not able to guarantee delivery of scripts prior to the review of marking deadlines.

### Deadlines

All requests must be made by the student (not the parent/carer) by completing the relevant form and submitting to the exams office. This can be done via email ([exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk)).

Review Service	Cambridge Nationals Deadline	Cambridge Techncials Deadline
Service 1 - Clerical Re-check	Monday 17 April 2023	Monday 17 April 2023
Service 2 – Review of Marking	Monday 17 April 2023	Monday 17 April 2023
Access to Scripts (ATS)	Monday 27 March 2023	Thursday 23 March 2023

## Fees

<b>Review Service Fees</b>	<b>Cambridge Nationals</b>	<b>Cambridge Technicals</b>
<b>Service 1 – Clerical Re-check</b>	£10.00	£10.00
<b>Service 2 – Review of Marking</b>	£57.50	£57.50
<b>Copy of Reviewed Script*</b>	£14.75	£14.75
*(only with service 2 and must be requested at the same time as the review)		
<b><u>ATS – Access to Scripts</u></b>	Free	£14.75
A PDF copy of the marked script to help you decide whether to request a review of marking		
All fees are per exam paper/component		

All fees must be paid at the time of request and in advance of Fullbrook submitting requests for reviews or copies of scripts to the exam board. Payment can be made by cash, cheque or BACS.

All BACS payments must have the following reference so they can be identified:

EXAMS your CANDIDATE NUMBER and your LASTNAME (or as much of your last name as the character limit allows).

(Example: EXAMS1234SEDDON)

**Sort code: 40-47-08 Account number: 42272822 Account name: Fullbrook**

No student will be penalised due to inability to pay and, should this difficulty arise, please do not hesitate to contact the exams office in confidence ([exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk)).

**Please complete the relevant request form(s) if you would like to request a review of marking service or access to exam script(s).**

**All forms must be returned to the Exams Office via email by the published deadlines ([exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk)). Requests received after the deadline will not be accepted. Please note that digital signatures will only be accepted where the request form is sent from the student school email address.**

**FORM 6 – POST RESULTS SERVICES****CAMBRIDGE NATIONALS & TECHNICALS – JANUARY 2023****6.1 - REQUEST FORM – STUDENT TO COMPLETE**Request Deadlines

Reviews of Marking &amp; Clerical Re-checks – Monday 17 April 2023

Access to Scripts Cambridge Technicals – Thursday 23 March 2023

Access to Scripts Cambridge Nationals – Monday 27 March 2023

<b>Student Name</b> (block capitals please):	<b>Candidate/Exam Number:</b>
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**QUALIFICATION LEVEL** (please tick the relevant qualification level) Cambridge National (Level 1 & 2 qualifications) Cambridge Technical (Level 3 qualifications)**REVIEW SERVICE** (please tick the review service you require) Service 1 – Clerical Re-check Service 2 –Review Access to Script

If requesting a Service 2 Review, please tick the box below to request a copy of the reviewed script at a cost of £14.75

Copy of Reviewed Script required 

<b>Exam Board</b>	OCR / RSA
<b>Subject</b>	
<b>Unit(s)/component code(s)</b>	
Total Fee(s) Payable	£
Payment Method (please tick box) <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> BACS	BACS Payment Reference EXAMS _____

## Fullbrook Supported Review:

I have consulted with Fullbrook staff who support this request for review (please tick)  Yes  No

Name of member of Fullbrook staff consulted: \_\_\_\_\_

<b>Student Signature</b> (electronic signature by typing name or email address is acceptable). Your signature confirms that you authorise the Review of Marking/clerical re-check (where requested on this form) and understand that grades may go up, down or remain the same.	
<b>Date of Request</b>	

This form must be received by the deadlines specified. Any forms received after this deadline will only be processed subject to approval by the Exams Officer and, in accordance with Exam Board deadlines.