



Portadown College

Principal: Gillian R Gibb, BA(Hons), PGCE, MSc, PQH(NI)

Dear Parent/Carer,

February 2022

Results Service

Students will receive their results for the November 2021 series in school on the **10th February**. If a student is absent, parents can collect their results at the School Office from 9:30am. Results cannot be given over the phone or email.

The CCEA Post-Results Service for this series will open between 10th February and 9th March. To order **Option 1 - 4**, students should **print the paper form overleaf and return with cash payment to Mrs Heyburn** located above the front Office. Please pay with exact change by the dates stated to secure your order.

| Options | Comment | Cost per paper | Closing Dates |
|---|--|----------------|--|
| 1) Order a Clerical Re-check | To check that the marks have been totalled correctly. | £8.50 | Payment at break/lunch by 9th March . |
| 2) Receive a copy of your paper before deciding whether you want a review of the marking | If you decide to progress to a review of marking, please submit further payment to Mrs Heyburn by 9 th March. | £8.50 | Payment at break/lunch on Tuesday 22nd or Wednesday 23rd February . |
| 3) Candidate review: order a review of marking | This will check the marking for accuracy, as well as provide a clerical re-check and a breakdown of marks for the unit. | £18.45 | Payment at break/lunch by 9th March . |
| 4) Candidate review: order a review of marking <u>AND</u> receive a photocopy of the reviewed script | This includes all the services of option 3, plus you receive a photocopy of the paper after it has been reviewed. | £26.95 | Payment at break/lunch by 9th March . |

To order **Option 5**, students should instead complete the order form on the **Year Group Google Classroom > Classwork > Examinations > November 21 Results**. Cash payment should then be provided to Mrs Heyburn.

| Options | Comment | Cost per paper | Closing Dates |
|--|--|---|---|
| 5) Resit this unit in Summer 2022 For Maths, please speak to your teacher on Thurs 10th or Friday 11th February in advance of choosing this option. | Choose this option to sit this examination again in the Summer Series. You will receive the higher of the two marks for the unit – the November mark or Summer mark. | Maths: £12.00 English: £7.20 Science: £7.20 | Online order by 17th February Payment at break/lunch on Tuesday 22nd or Wednesday 23rd February . |

Candidates cannot order one of these services directly from CCEA, it must be processed through the school. The appendix overleaf provides some additional information and please contact me if you have further queries. Please be advised that school is closed the week beginning 14th February for half term.

Your sincerely,
Mr D Wright
Examinations Officer

Defining a 'Review of Marking'

This is a 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; or
- an unreasonable exercise of academic judgement.

An academic judgement is what is involved when assessing. It is possible for different examiners reasonably to reach different judgements. Unreasonableness in academic judgement occurs where the mark given is one that no reasonable examiner could properly have awarded.

Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

A Centre (School) Review of Marking

In the unlikely event that the school has concerns about the marking of an entire cohort (or a large section of it), it will then submit a *centre review* of marking for **all** candidates it believes to be affected. The school will enter into dialogue with parents before activating this process to ensure this action has your support. You will be contacted before 1th March if a centre review has been initiated.

The school must submit to CCEA clear evidence to support its application in these cases and therefore we will only request a centre review if appropriate evidence is available and a change of grade is likely. You will be informed by the 10th March if the school has

In cases where centres and candidates, or their parents/carers, cannot agree as to whether a *centre review* of results should be requested, it will be recommended that parents instead pursue an individual *candidate review* through the normal procedure outlined on the previous page (option 3).



PORTADOWN COLLEGE (71679)

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|-----------------------|--|-------------------------|--|
| Candidate Name | | Candidate Number | |
| Subject | | Unit | |

| Options | Cost per paper | Tick your Chosen Option: |
|--|----------------|--------------------------|
| 1) Order a Clerical Re-check | £8.50 | |
| 2) Receive a copy of your paper before deciding whether you want a review of the marking | £8.50 | |
| 3) Candidate review: order a review of marking | £18.45 | |
| 4) Candidate review: order a review of marking <u>AND</u> receive a photocopy of the reviewed script | £26.95 | |

Please note that if using the post-results service, marks and grades may stay the same, be lowered or raised. Refunds will be provided if a review brings a change of **grade** for the unit.

In order to proceed with the enquiry about results, you must sign the declaration below to confirm that you understand what the outcome might be, and that you give your consent for the enquiry about results to be made.

Candidate Declaration

I give my consent to the Head of my examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed:

Date: