



# Portadown College

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

Dear Parent/Carer,

January 2024

## Results Service

Students will receive their results in school for the November 2023 series on **1<sup>st</sup> February**. If a student is absent, parents can collect their results at the School Office from 11:30am. Results cannot be given over the phone or email. If a student continues to be absent, remaining results will be posted on the afternoon of Monday 5<sup>th</sup> February.

The CCEA Post-Results Service for this series will open between 2<sup>nd</sup> – 23<sup>rd</sup> February. To order **Options 1 - 6**, students should **print the paper form overleaf and return to Mr Wright in Room 2 by the dates below**. Please pay with exact change to secure your order.

Options	Comment	Cost per paper	Closing Dates
1) <b>Order a digital copy of your paper to your c2k email.</b>	To help you prepare for a resit in Summer 2024. The marking cannot be checked once ordered.	£6.50	Friday 23 <sup>rd</sup> Feb.
2) <b>Order a Clerical Re-check</b>	To check that the marks have been totalled correctly.	£8.50	Friday 23 <sup>rd</sup> Feb.
3) <b>Receive a digital copy of your paper to your C2k email before deciding whether you want a review of the marking.</b>	If you decide to progress to Option 4 review of marking, please speak to Mr Wright by Friday 23 <sup>rd</sup> Feb.	£8.50	Friday 9 <sup>th</sup> Feb
4) <b>Candidate review: order a review of marking</b>	This will check the marking for accuracy, as well as provide a clerical re-check and a breakdown of marks for the unit.	£18.50	Friday 23 <sup>rd</sup> Feb.
5) <b>Candidate review: order a review of marking <u>AND</u> receive a digital copy of the reviewed script</b>	This includes all the services of option 4, plus you receive a digital copy of the paper to your C2k email after it has been reviewed.	£27	Friday 23 <sup>rd</sup> Feb.
6) <b>Resit this unit in Summer 2024.</b>	Choose this option to sit this examination again in the Summer Series. You will receive the higher of the two marks – the November mark or Summer mark.	Eng: £8 Maths: £12	Friday 23 <sup>rd</sup> Feb.

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 12<sup>th</sup> 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.

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.

In cases where centres and candidates, or their parents/carers, cannot agree as to whether a *centre review/appeal* of results should be requested, the school will retain the decision based upon available evidence and the likelihood of a final grade change.



## PORTADOWN COLLEGE (71679)

<b>Candidate Name</b>			
<b>Subject</b>		<b>Unit</b>	

Options	Cost per paper	Tick your Chosen Option(s):
1) Order a digital copy of your paper to your c2k email.	£6.50	
2) Order a Clerical Re-check	£8.50	
3) Receive a copy of your paper before deciding whether you want a review of the marking	£8.50	
4) Candidate review: order a review of marking	£18.50	
5) Candidate review: order a review of marking <u>AND</u> receive a photocopy of the reviewed script	£27	
6) Order a resit in Summer 2024	Eng: £8 Maths: £12	

**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: .....

<b>Internal Use</b> Date Form Received: Initial:
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**PLEASE BRING THIS FORM TO MR WRIGHT IN ROOM 2 BEFORE THE STATED CLOSING DATES.**