



WHITWORTH COMMUNITY HIGH SCHOOL

Review of Exam Marking Protocol

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Review of Exam Marking Protocol

Introduction

This protocol sets out the guidelines and procedure for staff who wish to submit student exam grades for review. The process for completing this is known as a Review Application.

Submission Process

The deadline for the submission of a Review Application will be issued to DOLs by the Exams Officer on August Results day. These deadlines are set by Ofqual and the exam boards and must be adhered to. Following the issuing of exam certificates, the DOL/HOS must contact the Exams Officer who will provide subject and unit breakdowns for each student. If the exam is available online, the DOL must factor in time to review each unit paper online before submitting a Review Application.

If a qualification comprises more than one unit, the DOL may only submit one unit for a Review Application. If a DOL would like a Moderator Review of a whole sample, a meeting with the SLT Line Manager for external exams must be arranged first.

Before completing any RA documentation, the DOL/HoS must contact the SLT line manager for External Exams to agree the names for submission. All Review Application documentation sheets are available from the Exams Officer. All Review Applications must be completed **IN FULL** by the DOL before being passed back to the Exams Officer. Any incomplete Review Applications will be returned to the DOL.

The DOL must contact the named student and discuss the Review Application with the candidate. The DOL must explain the possibility of a qualification grade going down, staying the same, or going up. The DOL must arrange for the student to come into school and sign the Review Application.

Where it is deemed appropriate and agreed by the student, the DOL and the SLT line manager for External Exams, WCHS will fund a Review Application where a student is within 2 marks of the next upper grade boundary. If a student is further away than 2 marks, a parent/carer may choose to independently fund a Review Application.

Following a Review Application, the Exams Officer will be notified of the outcome. The Exams Officer will then communicate this to the student either verbally or in writing. At the discretion of the Exams Officer, the student may be contacted by the DOL / HoS who made the application.

Budgeting and total expenditure for exam reviews is monitored by the Exams Officer, the SLT (External Exams) and the Bursar.

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