
Post-Results Re-Mark Policy

Adopted by the Governing Body: September 2024

Last updated: September 2024

Review date: October 2024

Next review due: 9th September 2026

Led by: Yola Christodoulou

1. Introduction

The Post-Results Re-Mark Policy is established to ensure a fair and transparent process for students who wish to have their examination results reviewed. This policy outlines the steps, criteria, and timelines for requesting a re-mark of exam scripts.

Students may request a re-mark under the following conditions:

- If they believe there has been an error in the marking process.
- If they feel the marks awarded do not accurately reflect their performance.
- If there is a significant discrepancy between expected and actual results.

3. Request Procedure

3.1 Submission of Request

- Requests for a re-mark must be submitted in writing using the official Re-Mark Request Form.
- The form must be submitted within 14 days of the results being published.

3.2 Documentation

- The request must include the student's name, student ID, course code, and a detailed reason for the re-mark request.
- Any supporting documents or evidence must be attached to the form.

4. Fees

- A re-marking fee of £100 is applicable for each paper.
- The fee must be paid in full at the time of submitting the Re-Mark Request Form.

5. Re-Mark Process

5.1 Initial Review

- Upon receipt of a re-mark request, the examination office will conduct a preliminary review to ensure all necessary documentation and fees have been submitted

5.2 Re-Mark Procedure

- The examination office will submit all necessary documentation to the Examination Board and request the Re-Mark Procedure
- The independent marker will re-evaluate the entire examination paper.
- Marks will be awarded based solely on the student's responses as per the marking guidelines.

6. Outcome

6.1 Notification

- Students will be notified of the re-mark outcome within 30 days of the request submission.
- The decision of the independent marker is final and cannot be appealed.

6.2 Grade Adjustment

- If the re-mark results in a higher grade, the new grade will be awarded.
- If the re-mark results in a lower grade, the original grade will stand.

7. Confidentiality

- All re-mark requests and outcomes will be treated with the utmost confidentiality.
- Information will only be shared with relevant academic and administrative staff as necessary.

8. Policy Review

- This policy will be reviewed annually to ensure it remains fair, transparent, and effective.
- Feedback from students and staff will be considered in the review process.

9. Contact Information

For any queries regarding the Post-Results Re-Mark Policy, please contact the Head of Centre

head@stcyprians.co.uk

Re-Mark Request Form

Student Information

Full Name: _____

Candidate Number: _____

Email Address: _____

Phone Number: _____

Examination Details

Date of Examination: ___/___/_____

Original Grade Received: _____

Reason for Re-Mark Request

(Please provide a detailed explanation of why you are requesting a re-mark. Attach additional pages if necessary.)

Supporting Documentation

(Please list and attach any supporting documents or evidence you are including with your request.)

Fee Payment

Re-Mark Fee Amount: £100

Payment Method:

Credit/Debit Card

Bank Transfer

Other: _____

Payment Confirmation Number: _____

Declaration

I hereby declare that the information provided in this form is accurate and complete to the best of my knowledge. I understand that the re-mark fee is non-refundable unless the re-mark results in a grade change. I acknowledge that the decision of the independent marker is final.

Signature: _____

Date: ___/___/_____

Office Use Only

- Date Received: ___/___/_____

- Received By: _____

- Fee Payment Verified: Yes No

Initial Review

- Complete Documentation: Yes No

- Request Approved for Re-Mark: Yes No

Re-Mark Outcome

- New Grade (if applicable):
- Grade Change: [] Yes [] No
- Date Student Notified: ____/____/____

Contact Information:

- Head of Centre: Yola Christodoulou
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- Phone: 07939581265