REVIEW OF RESULTS (RoR) PROCESS

1. **Where a place at college/further education is at risk, UHHS will consider supporting a request for a Service 2 review of marking as soon as is practicable after reviewing the script.**

2. **In all other instances, UHHS will consider accessing the script (within 2 marks of the next grade up) by requesting a copy (electronic) of the candidate's script to ascertain if requesting a review of marking is appropriate.**

3. **UHHS will collect informed written consent/permission from the candidate to access their script**

4. **On access to the script, it will be considered if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking**

5. **UHHS will support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified.**

6. **Collect informed written consent from the candidate to request the RoR service before the request is submitted.**

7. **If the grade is greater than 2 marks away from the grade above then UHHS will not review the script however a review of marking by the exam board can be requested through the school at the cost of the candidate/parent/guardian.**

8. **If a request is made to the school, the paper(s) will be submitted for a review of marking to the awarding body after payment has been received. This will not be looked at by the school.**

9. **Any payment requirements will be clearly communicated prior to any requests being submitted.**