

# Reviews guidance for schools

KEY STAGE

2

YEARS

3–6

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2009

National curriculum assessments

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## Key dates

7 July 2009	Pupil results published on the 'Pupil results' section of the <i>Test orders</i> website
17 July 2009	Review application deadline - requests received after this date will not be accepted
11 September 2009	Review outcomes sent to schools
14 – 18 September 2009	Reviewed test scripts returned to schools

# Overview of reviews

This guidance provides schools with information about the review services available and complements the information contained in the 2009 key stage 2 *Assessment and reporting arrangements*, available on the Qualifications and Curriculum Authority (QCA) *Tests and exams* website at [www.qca.org.uk/ara](http://www.qca.org.uk/ara).

This guidance provides information on the:

- marking process
- review services available
- required steps for applying for each of the review services
- conditions for acceptance of review applications.

## What is a review?

A review is when a pupil's test script is checked to ensure that the original application of the *Mark scheme* was accurate and that no clerical errors were made. A request for a review should be considered when, in the opinion of the school staff, the pupil(s) concerned have been awarded a national curriculum level above or below that to which their work is entitled in relation to the published *Mark scheme*.

Schools should not apply for a review if the national curriculum level would not change as a result of any mark change.

## Correcting errors that would not result in a level change

Schools can correct any clerical errors or marking points that would not result in a level change, and should not request a review or refer the test scripts for these pupil(s) to the test operations agency. Schools will be charged for any review carried out that does not lead to a change in a pupil's level.

Where there are minor corrections to marking and/or clerical errors that do not lead to a level change, schools will be able to see the effect of these corrections on their performance measures in *RAISEonline* by amending the 'school's own data' view when the 2009 dataset is released later in the year.

# The marking and review processes

## The marking process

All markers attend training on the application of the *Mark scheme*, and are required to complete and successfully pass marking of standardisation scripts before they begin marking pupil test scripts. The standardisation exercise allows the marker to demonstrate they can apply the *Mark scheme* to the required national standard. Schools received a copy of the *Mark scheme* used by markers with their test papers.

All markers are allocated to a team and have a supervising marker responsible for monitoring a team of markers, answering questions about the application of the *Mark scheme* and mentoring markers throughout the marking period, including the benchmarking process.

Benchmarking is the marking quality assurance process used to ensure markers are consistently applying the *Mark scheme* to the national standard throughout the marking cycle. If the marker does not pass two benchmarking exercises, the marker is stopped from marking and the test scripts are reallocated to another marker for re-marking. Only in this instance should there be more than one set of marks on a pupil's test script.

When marking test scripts, markers are required to record the marks in accordance with the subject-specific guidance given in their training. When a pupil has not attempted to answer a question:

- in English and science, a '–' will be inserted in the mark box
- in all subjects, the space for the pupil's response will be crossed through.

Markers do not annotate test scripts with comments or notes.

On occasion, a marker may not be marking consistently to the agreed national standard and will be withdrawn from marking. In these cases, the test scripts that have been marked will be checked by a senior marker before being returned to schools. This will result in two sets of marks that may differ. The final mark is published in the online pupil results on the *Test orders* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

At the end of the marking period, pupils' total marks are converted to a national curriculum level using the level threshold tables. The level threshold tables are published on the *QCA Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

## Return of results

Schools can access the results for their pupils from the 'Pupil results' section of the *Test orders* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests). The results table will show the following national curriculum levels or codes:

2-5	National curriculum levels
A	Pupil was absent from one or more papers
B	Pupil is working below the level assessed by the tests
F	Pupil has not taken the tests but will take them in the future
L	Pupil has left the school
M	Missing script(s)
N	No test level awarded
P	Pupil has not taken the tests but has taken them in the past
T	Pupil is working at the level of the tests but unable to access them
X	Results pending

The national curriculum level or the codes 'M', 'N' or 'X' are entered following marking. All other codes are entered by the school on the marksheet before it is sent to the marker.

If 'M' is recorded for a pupil, this indicates that one or all of the pupil's test scripts are missing and have not been marked. Unfortunately, as both a pupil's mark and their original test script is required as part of any review application, the loss of test scripts means schools are unable to apply for a review for the pupils affected.

## The review process

The review process provides schools with the opportunity to address areas of concern with the application of the *Mark scheme* to pupils' test scripts or with identified clerical errors in the results. The review process should only be used where, in the opinion of the school staff, the pupil(s) concerned have been awarded a national curriculum level above or below that to which their work is entitled in relation to the *Mark scheme*.

Schools must request a review by submitting the appropriate completed application form signed by the headteacher together with original test scripts and a printed copy of the online pupil results. Applications must be received by the 17 July 2009 deadline.

All markers carrying out reviews are re-standardised to ensure they can apply the *Mark scheme* and trained to complete the review documentation, including reports for schools.

The test operations agency ensures the reviewer is not the original marker. All reviewers are allocated a supervisor who checks samples of their work. If the reviewer does not apply the *Mark scheme* as required, or is not adhering to the review procedures, the reviewer will be stopped and any review marking they undertook will be re-marked.

Once the review is complete, schools will be sent the outcome of the review, which includes a *Review results table* confirming the outcome of the review. Test scripts submitted with the review will be returned to schools separately.

In September 2009, the Department for Children, Schools and Families (DCSF) will ask schools to check their data. The DCSF is aware that this data may not include review outcomes information. In this case, schools can submit a copy of their *Review results table* during the tables checking exercise to Forvus<sup>1</sup>, to indicate where changes in national curriculum levels resulted from reviews.

<sup>1</sup> Forvus is the organisation responsible for collecting, checking and processing the National Pupil Database/Achievement and Attainment Tables (Performance Tables) on behalf of the Department for Children, Schools and Families (DCSF).

## Review services

### What review services are available?

Schools can apply for a review if it would change a pupil's or pupils' level(s) in:

- English reading
- English writing
- English overall
- mathematics
- science.

**There are three review services available:**

Clerical review

Individual pupil review

Group review.

#### Clerical review

A clerical review involves the correction of clerical errors identified by schools on either pupils' test scripts or the online pupil results. Schools should only apply for a clerical review where a change to the data entry of the marks will result in a level change for the pupil(s).

#### Individual pupil review

An individual pupil review involves checking that the application of the *Mark scheme* to a pupil's test script was consistent and to the national standard. It also includes a clerical check of the addition of marks on the paper or component for which the review was requested.

Schools should use this service when they believe the *Mark scheme* has been incorrectly applied for one or more pupils (to a maximum of 30), but there is no evidence of this occurring for all pupils who sat the test. Schools should only apply for an individual pupil review when a change to the mark(s) will result in a level change for the pupil.

Individual pupil reviews will only be undertaken for the pupils identified in the original request. It will not be possible at a later date for a school to identify further pupils for individual pupil reviews or submit individual pupil review requests after a group review has been undertaken.

#### Group review

A group review involves reviewing the application of the *Mark scheme* for a sample of pupils who sat the test. Schools should use this service only if they believe the *Mark scheme* was consistently misapplied across the test scripts for all pupils who sat the test (which must be more than 30 pupils). If the misapplication applies to a limited number of pupils, schools should use the individual pupil review service.

For a group review, schools must identify 10 pupils whose test scripts illustrate the concerns they have with the application of the *Mark scheme*. The review panel will check the marking of the sample of test scripts identified by the school plus a further random sample of five test scripts identified by the test operations agency. On the basis of the sample reviewed, the review panel will make a decision about whether the test scripts of all pupils who sat the test require re-marking. If the marking is found to be within agreed tolerances, no re-marking will be undertaken.

Every group review will automatically include a clerical review, irrespective of the outcome of the review. It is possible that the levels of some pupils may change as a result of the clerical review even if the group review is not accepted.

Schools must choose to either apply for an individual pupil review or a group review. When a school applies for both types of review simultaneously, their request will be processed as a group review application only.

## Which review service should I use?

It is extremely important schools select the correct review service. The most appropriate review service for the test script(s) in question will meet the criteria listed in the table below.

	Clerical review	Individual pupil review	Group review
Discrepancy between the mark shown in the online results and/or the mark obtained by totalling the marks on a pupil's test script	✓	✗	✗
If a school believes that the <i>Mark scheme</i> has been incorrectly applied for one or more pupils (to a maximum of 30), and these changes will result in a level change <sup>2</sup>	✗	✓	✗
If a school believes that the <i>Mark scheme</i> has been consistently misapplied for more than 30 pupils, and these changes will result in a level change <sup>3</sup>	✗	✗	✓

<sup>2</sup> Individual pupil reviews automatically include a clerical review on the paper or component being reviewed.

<sup>3</sup> Group reviews automatically include a clerical review irrespective of the outcome of the application.

## Applying for reviews in English

Schools are able to apply for a review if it would change either:

- the English reading level only, or
- the English writing level only, or
- the overall English level, or
- a combination of the above.

Schools must decide whether they wish to apply for a review of marking for English reading, English writing, or both. These must be made using separate application forms. When schools apply for reviews of both English reading and English writing, and the reviews do not result in level changes, schools will be charged only once and not for both component reviews.

If an English reading or English writing review results in a change to the overall English level, this will automatically be captured during the review process.

### Type 1 – English reading review

If a school applies for a review of the marking of English reading, this could result in a change of:

- only the English reading level, or
- the English reading level and the overall English level, or
- only the overall English level.

Schools should send only the pupils' reading test scripts for review.

### Type 2 – English writing review

If a school applies for a review of the marking of English writing, this could result in a change of:

- only the English writing level, or
- the English writing level and the overall English level, or
- only the overall English level.

Schools should send only the pupils' writing test scripts for review including both longer and shorter writing tasks and the spelling test.

# Applying for reviews

Schools should select the most appropriate review service depending on the number of pupils and whether the review will result in a level change.

## Applying for a clerical review

Schools should request a clerical review if the correction of clerical errors on pupils' test scripts or online pupil results will result in a level change for the pupil(s). Levels may go up or down as a result of a clerical review.

Separate *Clerical review application forms* must be completed for different subjects and these must be submitted to the test operations agency in separate envelopes.

The steps for applying for a clerical review:

1. Identify pupil(s) for whom there is a discrepancy between the marks obtained by totalling the marks on a pupil's test script and the total mark shown for that paper on the online pupil results.
2. Print a copy of the online pupil results for the affected pupil(s) from the 'Pupil results' section of the *Test orders* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests). Schools must use the online pupil results to request reviews.
3. Complete both pages of the *Clerical review application form* and record the type of error for each pupil using the information in the table below. This form is available to complete online on the *QCA Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

Type of error found	What to write in the 'error type' column
Incorrect totalling of marks on the test script	A (and give page number)
Incorrect transfer of marks to the front of the test script	B
Incorrect paper/component total on the online pupil results	C

4. The headteacher must sign and date the application form.
5. Ensure your clerical review application includes:
  - the completed *Clerical review application form*
  - the original test scripts for each pupil identified on the application form (photocopies will not be accepted)

- a copy of the online pupil results (the pupil's name and mark under review should be highlighted for each pupil identified on the application form).

6. Submit the review application by post before the 17 July 2009 deadline to the test operations agency. We recommend that schools use a delivery service with a track and trace facility to ensure safe delivery of their application.

## Applying for an individual pupil review

Schools should request an individual pupil review if they believe the *Mark scheme* was incorrectly applied for one or more pupils (up to a maximum of 30). If schools have concerns about the application of the *Mark scheme* for more than 30 pupils, a group review is the most appropriate service to use.

Schools should only request an individual pupil review if it will result in a change of level for that pupil. Levels may go up or down as a result of an individual pupil review.

Individual pupil reviews will be undertaken only for the pupil(s) identified in the original application. It is not possible at a later date for a school to identify additional pupil test scripts to be reviewed.

Separate *Individual pupil review application forms* must be completed for different subjects and these must be submitted to the test operations agency in separate envelopes.

Please note that the review marker will only check the question(s) or task(s) identified on the application form.

The steps for applying for an individual pupil review:

1. Identify which question(s) or writing strand(s) for each individual pupil you would like checked against the *Mark scheme*.
2. Print a copy of the online pupil results for the affected pupil(s) from the 'Pupil results' section of the *Test orders* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests). Schools must use the online pupil results to request reviews.
3. Complete both pages of the *Individual pupil review application form*. This form is available to complete online on the *QCA Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests). Schools must record on the application form which question(s) or writing strand(s) for each pupil they would like checked against the *Mark scheme*. Please see Appendix A for an example of how to complete the *Individual pupil review application form* correctly.



Schools must not amend or annotate the test scripts in any way (for example, by circling the evidence for review) or the review request may be refused. The use of sticky notes may also lead to the request being refused.

4. The headteacher must sign and date the application form.
5. Ensure your individual pupil review application includes:
  - the completed *Individual pupil review application form*
  - the original test scripts for each pupil identified on the application form (photocopies will not be accepted)
  - a copy of the online pupil results (the pupil's name and mark under review should be highlighted on the results sheet for each pupil identified on the application form).
6. Submit the review application by post before the 17 July 2009 deadline to the test operations agency. We recommend that schools use a delivery service with a track and trace facility to ensure safe delivery of their application.

### Applying for a group review

Schools should request a group review if they believe the *Mark scheme* was incorrectly applied for more than 30 pupils who sat the test in that subject. Levels and marks may go up or down as a result of a group review.

Separate *Group review application forms* must be completed for different subjects and these must be submitted to the test operations agency in separate envelopes.

After considering the school's sample of 10 test scripts and the five test scripts randomly selected by the test operations agency, the review panel will make a decision about whether the test scripts of all pupils who sat the test require re-marking. If the group review is successful, the re-marked test scripts will contain review marks in blue ink.

The steps for applying for a group review:

1. Identify 10 pupils whose test scripts illustrate your concerns with the application of the *Mark scheme*. The review panel will check the marking of the 10 test scripts you have identified plus a further random sample of five test scripts identified by the test operations agency.
2. Print a copy of the online pupil results for all pupils from the 'Pupil results' section of the *Test orders* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests). Schools must use the online pupil results to request reviews.
3. Complete both pages of the *Group review application form*. This form is available to complete online on the *QCA Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests). Schools must clearly identify the concerns they have with the application of the *Mark scheme* by making clear and explicit reference to the *Mark scheme* and evidence in pupils' test scripts. Please see Appendix B for an example of how to complete the *Group review application form* correctly.

Schools must not amend or annotate the test scripts in any way (for example, by circling the evidence for review) or the review request may be refused. The use of sticky notes may also lead to the request being refused.

4. The headteacher must sign and date the application form.
5. Ensure your group review application includes:
  - the completed *Group review application form*
  - the original test scripts for all pupils who sat the test being sent for review, not just the sample of 10 (photocopies will not be accepted)
  - a copy of the online pupil results.
6. Submit the review application by post before the 17 July 2009 deadline to the test operations agency. We recommend that schools use a delivery service with a track and trace facility to ensure safe delivery of their application.

### How much does a review cost?

Schools will only be charged for reviews that do not result in a level change.

When schools apply for reviews of both English reading and English writing, and the reviews do not result in level changes, schools will be charged only once and not for both component reviews.

### How do I pay for a review?

You do not need to pay for review services in advance. Schools will be invoiced for reviews once the review process has been completed.

Type of review requested	Review does not result in a level change for pupil(s)	Review results in a level change for pupil(s)
Clerical review	£5.00 per request	No charge
Individual pupil review	£6.50 per pupil per subject	No charge
Group review	Standard fee of £180.00 per school per subject	For each pupil who moves up or down one or more levels, £6.50 will be deducted from the fee (to a maximum of £180.00) per subject

# Conditions for acceptance of review requests

## The test operations agency can only accept review requests that comply with the following conditions. This is necessary to ensure a fair outcome for all pupils.

1. All review requests must be received by the test operations agency together with the required pupil test scripts and documentation no later than 17 July 2009. We recommend that schools use a track and trace postal or courier service to ensure safe delivery of the documents. Only review requests submitted by post will be accepted.
2. The school accepts that the outcome of the review may result in an increase or a decrease in the level for individual pupils or groups of pupils.
3. The test operations agency will only consider review requests made by schools and authorised by the headteacher. The test operations agency can not accept review requests from, or enter in to correspondence with, pupils or their parents, carers or guardians.
4. Review requests will only be considered if the pupil's test script has not been amended or annotated in any way (for example, by circling the evidence for review or adding sticky notes to the test script). This is necessary to ensure the review panel can reach an impartial judgement. Any comments about the marking must be written on the *Individual pupil review application form* or *Group review application form*. The test operations agency reserves the right to refuse, without giving any further reason, review requests where amendments of any kind have been made to test scripts.
5. The test operations agency can not accept photocopied pupil test scripts. Original pupil test scripts must be submitted for the review.
6. Review requests must be based on the online pupil results published on the *Test orders* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests), and not the marksheets returned with test scripts.
7. Review requests will only be accepted when all the necessary information is supplied. It is the school's responsibility to ensure the review request is complete and all necessary items are supplied, including pupil test scripts. If test scripts for individual pupils are missing, it will not be possible to include these pupils as part of the review.
8. If a group review is requested, the test scripts for all pupils who sat the test must be supplied at the time of request. It will not be possible to request reviews at a later date for pupils whose test scripts were not supplied at the time of request. Schools should only submit pupil test scripts for the components of the English test subject (reading or writing) requested for review.
9. Notification of the outcome of the review by the test operations agency will indicate the end of the review process.
10. The test operations agency can not consider review requests received after the deadline of 17 July 2009.
11. Reviews should only be requested when any change in the marking will affect the pupil's level.
12. When review outcomes are returned, schools will receive a letter and a table of confirmed post-review results for the pupils. Pupil test scripts will be returned separately together with a short report from the review panel (if appropriate).



# Individual pupil review application form

Page 1 of 2

Name of school	Another School									
Postcode	AA12 1AA	DCSF number	1	2	3	/	4	5	6	7

Please tick the correct key stage 2 subject.

English reading	<input type="checkbox"/>
English writing	<input checked="" type="checkbox"/>
Mathematics	<input type="checkbox"/>
Science	<input type="checkbox"/>

List the pupils for whom an individual pupil review is requested:

	Pupil name	Date of birth	Current level	Requested level	Question or writing strand
1	Jones, Mary	1/1/1998	3	4	LW-SSP
2	Smith, Thomas	2/2/1998	4	5	LW-TSO
3					
4					
5					
6					
7					
8					
9					
10					

There is a second sheet to this form.

Your request will not be accepted unless the second sheet is completed.

This form may be photocopied.



# Individual pupil review application form

## Page 2 of 2

Name of school	Another School									
Postcode	AA12 1AA	DCSF number	1	2	3	/	4	5	6	7

You must complete this section of the form, indicating the question(s) or writing strand(s) and specific marking points that are to be reviewed for each pupil. Please provide as much detail as possible.

Pupil name	Test	Question or writing strand	Reason for review request
Mary Jones	writing	Sentence structure and punctuation	Mark awarded 3 (band C2) This test script seems to be towards the higher end of band C3:  1. Play script form is maintained. Problem develops with humour at the end. 2. Joe's perspective on events is well controlled. 3. Good stylistic choices: Father: "Go and ask your mother." Mother: "This is educational." Joe: "It only goes on for an hour." Engages the reader.
Thomas Smith	writing	Text structure and organisation	Mark awarded 3 (band 2) This would seem to be at least band B3 Text is logically organised and moves towards a conclusion. The conversation goes through different stages, for example, Joe pleading at the start, settling down to watch the programme, Dad falling asleep and Joe finally deciding that bed is better than the boring programme. Well structured script.

Before sending to the test operations agency, please check the following:

- Both pages of this form have been completed.
- Applying the agreed *Mark scheme* would, in my opinion, result in a level change for the pupil(s) identified. (Please note that if the changes would not result in a level change, schools may amend the marks themselves, see page 1.)
- The original test scripts for the pupil(s) identified are enclosed. (Please note that photocopies will not be accepted.)
- A copy of the online pupil results is enclosed.
- The review application will be received by the test operations agency, Hellaby Lane, Hellaby, Rotherham S66 8HN by 17 July 2009.
- The headteacher has signed and dated this form.
- I agree to the conditions on page 9 of the *Reviews guidance for schools* and confirm that no alterations or comments have been made to the test script(s) returned by the marker.

Signature of headteacher Mr A Teacher Date 10 July 2009

Print name A Teacher

**This form may be photocopied.**

This form can be completed online on the QCA *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).



# Group review application form

Page 1 of 2

Name of school	Another School											
Postcode	AA12 1AA			DCSF number	1	2	3	/	4	5	6	7

Please tick the correct key stage 2 subject.

English reading	<input type="checkbox"/>	Total number of pupils who sat the test	44
English writing	<input checked="" type="checkbox"/>		
Mathematics	<input type="checkbox"/>		
Science	<input type="checkbox"/>		

List 10 pupils whose test scripts illustrate the concerns you have identified with the application of the *Mark scheme*:

	Pupil name	Date of birth	Current level	Requested level
1	AKhtar, Mohammed	1/1/1998	4	5
2	Atkins, Claire	2/2/1998	4	5
3	Atkinson, Dominic	3/3/1998	3	4
4	Hakim, Mohammed	4/4/1998	3	4
5	Jones, Mary	5/5/1998	4	5
6	Kemal, Afzal	6/6/1998	4	5
7	Morrissey, Aidan	7/7/1998	3	4
8	Rawlins, Daniel	8/8/1998	4	5
9	Singh, Parmjit	9/9/1998	4	5
10	Watson, Katie	10/10/1998	3	4

There is a second sheet to this form.

Your request will not be accepted unless the second sheet is completed.

This form may be photocopied.



# Group review application form

## Page 2 of 2

Name of school	Another School									
Postcode	AA12 1AA	DCSF number	1	2	3	/	4	5	6	7

Please list the concerns that you have identified with the application of the *Mark scheme* by drawing clear and explicit reference to the *Mark scheme* and evidence in the pupils' test scripts.

our primary concern is with the application of the Mark scheme to the longer writing task. our request is for consideration of SSP, TSO and CE. The 10 pupils listed are examples of our concerns (and we have attached illustrations of our reasons why) and we have therefore returned the whole cohort's papers for review. In particular the marker has failed to mark the strand 'text structure and organisation' correctly – there is consistent under-marking of this strand throughout the cohort, which if marked correctly, would have resulted in a level change for writing and on some occasions, an overall level change. See specific examples in the longer writing tasks of Parmjit Singh, Katie Watson, Mohammed Akhtar and Daniel Rawlins. We also feel that handwriting marks are consistently harsh, particular those awarded 1 mark – these we feel, reflect the criteria and exemplars in the Mark scheme for 2 marks. See in particular the examples in the test scripts of Aidan Morrissey and Claire Atkins.

We have not analysed the short writing task in the same detail but feel C&E has been judged harshly in the few papers we have considered, and so have returned the cohort's tests. See the test scripts of Mohammed Hakim and Afzal Kemal for particular examples.

Before sending to the test operations agency, please check the following:

- Both pages of this form have been completed.
- The original test scripts for all the pupils who sat the test are being sent for review, not just the sample of 10. (Please note that photocopies will not be accepted.)
- A copy of the online pupil results is enclosed.
- The review application will be received by the test operations agency, Hellaby Lane, Hellaby, Rotherham S66 8HN by 17 July 2009.
- The headteacher has signed and dated this form.
- I agree to the conditions on page 9 of the *Reviews guidance for schools* and confirm that no alterations or comments have been made to the test script(s) returned by the marker.

Signature of headteacher Mr A Teacher Date 10 July 2009

Print name A Teacher

**This form may be photocopied.**

This form can be completed online on the QCA Tests and exams website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).



# Clerical review application form

Page 1 of 2

Name of school											
Postcode											
			DCSF number				/				

Please tick the correct key stage 2 subject.

English reading	<input type="checkbox"/>
English writing	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>
Science	<input type="checkbox"/>

	<b>Error type code</b>
A	Incorrect totalling of marks on the test script
B	Incorrect transfer of marks to the front of the test script
C	Incorrect paper/component total in the online pupil results

List the pupils for whom a clerical review is requested:

	Pupil name	Date of birth	Current mark	Current level	Requested mark	Requested level	Error type
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**There is a second sheet to this form.**

**Your request will not be accepted unless the second sheet is completed.**

**This form may be photocopied.**





# Clerical review application form

Page 2 of 2

Name of school										
Postcode			DCSF number				/			

You must complete this section of the form to indicate the clerical error(s) that are to be reviewed for each pupil. Please provide as much detail as possible.

Pupil name	Test	Question	Reason for review request

Before sending to the test operations agency, please check the following:

- Both pages of this form have been completed.
- The clerical review would, in my opinion, result in a level change for the pupil(s) identified. (Please note that if the changes would not result in a level change, schools may amend the marks themselves, see page 1.)
- The original test scripts for the pupil(s) identified on this form are enclosed. (Please note that photocopies will not be accepted.)
- A copy of the online pupil results is enclosed.
- The review application will be received by the test operations agency, Hellaby Lane, Hellaby, Rotherham, S66 8HN by 17 July 2009.
- The headteacher has signed and dated this form.
- I agree to the conditions on page 9 of the *Reviews guidance for schools* and confirm that no alterations or comments have been made to the test script(s) returned by the marker.

Signature of headteacher ..... Date .....

Print name .....

**This form may be photocopied.**

This form can be completed online on the QCA Tests and exams website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

# Individual pupil review application form

Page 1 of 2



Name of school										
Postcode								/		

Please tick the correct key stage 2 subject.

English reading	<input type="checkbox"/>
English writing	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>
Science	<input type="checkbox"/>

List the pupils for whom an individual pupil review is requested:

	Pupil name	Date of birth	Current level	Requested level	Question or writing strand
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**There is a second sheet to this form.**

**Your request will not be accepted unless the second sheet is completed.**

**This form may be photocopied.**

# Individual pupil review application form

Page 2 of 2



Name of school										
Postcode			DCSF number				/			

You must complete this section of the form, indicating the question(s) or writing strands(s) and specific marking points that are to be reviewed for each pupil. Please provide as much detail as possible.

Pupil name	Test	Question or writing strand	Reason for review request

Before sending to the test operations agency, please check the following:

- Both pages of this form have been completed.
- Applying the agreed *Mark scheme* would, in my opinion, result in a level change for the pupil(s) identified. (Please note that if the changes would not result in a level change, schools may amend the marks themselves, see page 1.)
- The original test scripts for the pupil(s) identified are enclosed. (Please note that photocopies will not be accepted.)
- A copy of the online pupil results is enclosed.
- The review application will be received by the test operations agency, Hellaby Lane, Hellaby, Rotherham S66 8HN by 17 July 2009.
- The headteacher has signed and dated this form.
- I agree to the conditions on page 9 of the *Reviews guidance for schools* and confirm that no alterations or comments have been made to the test script(s) returned by the marker.

Signature of headteacher ..... Date .....

Print name .....

**This form may be photocopied.**

This form can be completed online on the QCA *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).



# Group review application form

Page 1 of 2

Name of school											
Postcode											
			DCSF number				/				

Please tick the correct key stage 2 subject.

English reading	<input type="checkbox"/>	Total number of pupils who sat the test	
English writing	<input type="checkbox"/>		
Mathematics	<input type="checkbox"/>		
Science	<input type="checkbox"/>		

List 10 pupils whose test scripts illustrate the concerns you have identified with the application of the *Mark scheme*:

	Pupil name	Date of birth	Current level	Requested level
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**There is a second sheet to this form.**

**Your request will not be accepted unless the second sheet is completed.**

**This form may be photocopied.**



# Group review application form

Page 2 of 2

Name of school											
Postcode								/			
	DCSF number										

Please list the concerns that you have identified with the application of the *Mark scheme* by drawing clear and explicit reference to the *Mark scheme* and evidence in the pupils' test scripts.

Before sending to the test operations agency, please check the following:

- Both pages of this form have been completed.
- The original test scripts for all the pupils who sat the test are being sent for review, not just the sample of 10. (Please note that photocopies will not be accepted.)
- A copy of the online pupil results is enclosed.
- The review application will be received by the test operations agency, Hellaby Lane, Hellaby, Rotherham S66 8HN by 17 July 2009.
- The headteacher has signed and dated this form.
- I agree to the conditions on page 9 of the *Reviews guidance for schools* and confirm that no alterations or comments have been made to the test script(s) returned by the marker.

Signature of headteacher ..... Date .....

Print name .....

**This form may be photocopied.**

This form can be completed online on the QCA Tests and exams website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

## Useful contact details

For general queries regarding review services, please contact:

**National curriculum tests helpline**

Telephone: 08700 60 60 40

Email: [nctschools@edexcel.com](mailto:nctschools@edexcel.com)

The helpline can answer general questions about the reviews process, but can not discuss details of specific review applications over the telephone.

**All review applications should be sent by post to:**

Test operations agency

Hellaby Lane

Hellaby

Rotherham

S66 8HN

We recommend that schools use a track and trace postal or courier service to submit review applications. Postage or courier costs will not be reimbursed irrespective of the outcome of the review.





## About this publication

### Who is it for?

The *Reviews guidance for schools* is for headteachers and teachers.

### What is it about?

The *Reviews guidance for schools* provides information about review services. It also provides guidance on the marking process, the review services available, and the application process including the conditions for acceptance.

### Related materials

- 2009 key stage 2 *Assessment and reporting arrangements*
- 2009 key stage 2 English *Mark scheme*
- 2009 key stage 2 mathematics *Mark scheme*
- 2009 key stage 2 science *Mark scheme*

### For additional copies

A PDF version of the *Reviews guidance for schools*, online review application forms and the materials listed above, are available from the QCA *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

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