

School Policy and Arrangements for students who wish to submit an Enquiry About Results (EAR) following the Publication of Examination Results in August.

1. There are a number of 'Post Results Services' available each time that results are published by the Examination Boards:
 - (a) Priority Review of Marking Service 2 – this is used by students who are applying to University or other educational establishments where their entry is dependent upon a set of grades and therefore dependent upon the outcome of the enquiry. This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.** It is more expensive than an 'ordinary' Review of Marking owing to the speed and urgency with which it is completed. Applications have to be made within one week of the Publication of Results and the target for the publication of the outcome is within 20 days. It applies to GCE only and is only available at GCSE Level with Edexcel.
 - (b) Service 2 Review of Marking. Same service as (a) above, but done over a longer period and less expensive. Applications usually have to be made within approximately four weeks of the publication of Results. Target completion within 35 days of the receipt of the request.
 - (c) Less used is Service 1 – the clerical check of all the marks awarded on your Examination Paper to ensure that all the marks have been added and correctly converted to a grade.
 - (d) A very useful facility is the return of your original script so that you can see, perhaps with the help of your subject teacher, where you went wrong and it will enable you to prepare more adequately for a Re-sit.
 - (e) To be sent a priority script is more expensive than receiving an original script and it has to be applied for very quickly. The purpose of this is to decide whether or not you should apply for a Review of Marking so you will definitely receive it before the deadline for the EAR.
 - (f) If you order an original script you will be unable to then request a Review of Marking, due to the security of the script.

2. If you are unhappy with the outcome of an Enquiry About Results, access to making an Appeal is also possible with the Examination Boards. This is an expensive route to follow, but a teacher or student may feel sufficiently convinced that the Review of Marking is inaccurate that they need to proceed to this step.

Application must be made within 14 days of the receipt of the original Review of Marking.

If you feel that you would like to follow any of the courses of action described above, you should call into the Examination Office (B100) as soon as possible (**see overleaf for opening hours**), where the Examinations Team will give you details of prices, deadlines and procedures to follow. (See Overleaf)

YOU SHOULD BE AWARE THAT YOU WILL BE ASKED TO COMPLETE A CONSENT FORM BEFORE AN ENQUIRY CAN BE 'ACTIONED' SINCE YOUR RESULT COULD GO UP, STAY THE SAME OR **GO DOWN!** If the Review of Marking results in a change of Subject grade, your fee will be refunded.

VITALLY IMPORTANT

School Policy is that if you are prepared to meet the cost of any of the above courses of action (payment in advance!), they will be processed by the Examinations Team and you will be sent the outcome individually. However, it is imperative that you seek the advice of your Subject Teacher/ Head of Subject before proceeding. Though you will not be stopped from following a course of action, you would be extremely unwise to proceed against the advice of your subject teacher. You SHOULD REMEMBER that your grade could remain the same, go up OR GO DOWN.

On some occasions, you will not be expected to pay for an EAR, since your Subject Teacher or Head of Subject will be sufficiently perplexed by the published results that he/she will want to process their own Enquiry and the cost will be met out of the Subject Department budget. This provides another good reason why you should discuss any enquiry with your teacher before making an application to the Examinations Team – it could save you money! If a Subject Teacher/Head of Subject wishes to lodge an enquiry about your results in his/her subject, he/she **will need to obtain your written consent** to go ahead with the enquiry – mainly because your result could GO DOWN.

If you are unsure or have any questions about anything described in this notice, you should come to the Examinations Office and seek clarification or find exam board information on our school website.

D Shorten
Examinations Officer