



# Enquiries About Results Procedures

Reviewed on 20 November 2020

Review: Annually



## Enquiries About Results Procedures

### **Mission Statement**

*“Love one another as I have loved you” (John, 15)*

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

## **Enquiries About Results (EARs) Procedures**

- Enquires about results (EARs) may be requested if there are reasonable grounds for believing there has been an error in marking.
- Requests should be made by Heads of Department to the Head of Centre before submission to the Examination Officer.
- Candidates must sign a consent form issued by the ExaminationS Officer to confirm that they are aware that EARs can result in a grade being raised, confirmed or lowered.
- Candidates wishing to request a review of marking against the advice of the relevant Head of Department may proceed with the EAR but all costs involved must be paid by the candidate prior to the EAR being made. No EARs will be made until the necessary fee, levied by the awarding body, and a signed consent form is received. If the enquiry is successful the fee will be refunded to the student.
- The ExaminationS Officer will advise the candidate in writing of the outcome of the EAR request as soon as it is received from the awarding body.
- Final deadline dates for enquiries about Summer results is usually the 3<sup>rd</sup> week in September, therefore you must apply for EARs via request to the Examination officer at school in writing no later than 7<sup>th</sup> September each year following the Summer series of exams.

### **Appeals procedure following the outcome of an enquiry about results**

If the Head of Centre is satisfied with the outcome of an EAR, but the candidate or parent/carer are not, they may make further representation to the Head of Centre. After which the Head of Centre's decision as to whether to proceed with an appeal will be based on the Centre's internal appeals arrangements. Candidate and their parents/carers are not permitted to make direct representation to an awarding body. The schools internal appeals form should be completed and submitted to the school within 5 calendar days of the notification of the outcome of the enquiry. Subject to the Head of the Centre's decision, this will allow enough time to process the appeal and submit to the awarding body within the required 14 calendar days. Fees charged by the awarding body in relation to an appeal must be paid by the candidate or parent/carer on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by them and will be repaid to the candidate or parent/carer on receipt by the Centre.

Appeals do not generally involve further reviews of marking candidates' work.

Only the Head of Centre can submit an appeal to the relevant awarding body. Awarding bodies can only enter into discussions over appeals with centres.

Appeals can only be submitted after the outcome of an enquiry about results has been reported to the centre and candidate.

Where an original hard copy script has been returned to a centre as part of an enquiry about results, its security is compromised and it cannot be subject to an appeal.

## Internal appeals form

This form should be completed in all cases to lodge an appeal about the outcome of an enquiry about results.

Name of appellant		Candidate <i>name if different to appellant</i>	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper code	

Please state the grounds for your appeal below:

### Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

**Signature:**

**Date of signature:**