



PENAIR SCHOOL



POLICY ON ENQUIRIES ABOUT RESULTS (EAR)

DECISIONS MADE BY THE CENTRE

After the publication of results the following services are offered by the awarding bodies and can only be applied for by the centre.

- Service 1 (Clerical re-check)
- Service 2 (Post-results review of marking)*
- Service 3 (Review of Moderation)

Staff at Penair School may decide that they think one of these services is appropriate for a candidate. In this case the school will pay for the enquiry. However the Examinations Officer **MUST** obtain the written consent of the candidate on the appropriate form before proceeding and only after results have been issued.

A candidate may also wish to apply for one of these services. The candidate should first approach the Head of Faculty to see if they think that this is appropriate and should seriously consider the advice given. The candidate will be required to pay for the service.

Candidates must understand that in requesting a 'Post-results review of marking' through the external examination board, their marks can go down as well as up. The remarked paper then forms part of the final grade. Therefore the Examinations Office MUST obtain the written consent of the candidate on the appropriate form before proceeding.

If the candidate is insistent that one of the services should be asked for and is unwilling to pay the required fee, he/she can adopt the appeals procedure. This process, outlined on the next page, will normally only be required when all other mechanisms within the school have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

ENQUIRIES ABOUT RESULTS –APPEALS

Procedure to be followed where a student or parent disagrees with the school decision not to support an Enquiry about Results.

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition an appeal can be made to the school concerning the decision not to request an enquiry about results.

- The parent, guardian or student (appellant) must make the appeal in writing to the Headteacher. Appeals should normally be made by the first Monday of the second week of the Autumn Term for examinations in the summer series. This deadline may be extended in exceptional circumstances but candidates should be aware that the awarding bodies have their own deadlines for the receipt of requests.
- The enquiry will normally be led by the Headteacher, supported by the teachers of the student.
- The enquiry will consider whether the request for the school to pay for a service is justified. The candidate's estimated grades, performance in school exams and subsequent results will be taken into consideration.
- The appellant will be informed of the outcome of the appeal, in writing.