

EXAMINATIONS APPEALS PROCEDURE

ENQUIRIES ABOUT RESULTS

A STATEMENT ABOUT THE COLLEGE'S APPEALS PROCESS RELATING TO ENQUIRIES ABOUT RESULTS

After the release of examination results, candidates have the right to apply to the awarding body, through the College, for a review of any result, if they consider the grades to be too low; this can take the form of a clerical check or a full re-mark of an examination paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the College on behalf of the candidate. Candidates should be aware that this process may result in a lowering of the grade awarded. This procedure has a short deadline (September 20th for the main results day) and, therefore, any requests must be carried out quickly within the strict deadlines outlined below.

The College advises any candidate who has concerns about a grade awarded for a subject to see the Examinations Officer within two calendar weeks of the issue of results. Following this discussion the College will immediately apply for a review, if this is considered appropriate, and we would expect to support you in most cases. If, however, the College does not consider a review appropriate, the candidate will be informed within three working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- The candidate should appeal against the decision within two days.
- The centre will then arrange a meeting within three days with the candidate and their parent/carer, the subject teacher, the Examinations Officer and a member of the Senior Leadership Team.
- The candidate and their parent/carer will be able to present their reasons for asking for the review at this meeting.
- The final decision on whether the appeal should go ahead will be made by a member of the Senior Leadership Team. S/he will inform the candidate and their parent/carer both verbally and in writing of the decision.
- If the final decision is to proceed with the request for a review, the Examinations Officer will carry this out to meet the appropriate deadline.

Examinations Officer
April 2009