

School Policy on Examinations – Enquiries About Results

Name of school:	The Grange School
Date of Policy:	23rd June 2011
Member(s) of staff Responsible:	Mrs J Lock, Mrs S Aston
Review Date:	June 2012

Upon collection of Examination results, candidates have a right to apply to the examining body should they feel their results are not accurate. There are a number of services that all examining boards offer from a basic clerical check through to a remark of the work by a Senior Examiner.

Enquires into results can only be requested by the candidate who must sign a written consent form and they should also be aware, that marks that are reviewed may go up, remain the same but may also go down.

If a HOD wishes to enquire into the results awarded to certain candidates, they must inform the candidates first, who must then sign a written consent form confirming they understand their grade could be changed and could go down.

No appeal will be processed without the completed consent form.

When considering whether or not to make an enquiry about results candidates should be aware of the timescales involved and an application should be made at the earliest opportunity.

The candidate should contact the relevant Head of Department in the first instance when considering an appeal and in most cases we would expect to support the application. All costs associated with the enquiry will then be borne by the school.

Where the school does not consider the enquiry appropriate the following procedure will apply

1. The candidate should appeal against the decision in writing to the Exams Officer, stating why they believe the appeal should be made.

2. The Exams Officer will arrange a meeting between the candidate, their parent/carer, the Exams Officer, a senior manager and HOD at the earliest opportunity.
3. After hearing the reasons for and against the enquiry, the senior member of staff will make a decision as to whether the school will support the application. The decision will be provided at the meeting and confirmed in writing.
4. Should the candidate still wish to continue with the enquiry after the appeal then the candidate will be required to pay the fees for the enquiry to the school prior to the application being made.
5. Should the application be successful and the grade awarded to the candidate changes the fee paid will be refunded by the school to the candidate.

Signed...I Walshaw on behalf of the Governing Body

Date.....23.6.11.....

Signed...J M Thomas on behalf of the School

Date.....23.6.11.....