



ST HILDA'S
CE HIGH SCHOOL

Procedure for enquiry about results

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Policy reviewed by:SMc/JCo
Date for next review (annual/2 yearly): September 2020



ST HILDA'S CE HIGH SCHOOL

VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to develop excellent standards in the external examination process.</p> <p>The guiding principal of this procedure is to advise and inform candidates on the process for enquiring about the result of the awarding body .</p> <p>This is to ensure the process is completed fairly and consistently and in accordance with the awarding body's specification.</p> <p>This is also consistent with our values.</p>				

An Enquiry About Result (EAR) may be requested by either the school or by the Parent/Guardian of the candidate through the Examinations Officer if there are reasonable grounds for believing there has been an error in marking. Candidates, Parents/Guardians cannot apply direct to the awarding bodies. In all cases the candidates consent is required before any EAR can be requested.

Procedure

1. Candidates, Parents/Guardians will be informed of the deadline by which EAR need to be made to the examination boards on results days.
2. Candidates, Parents/Guardians who are considering requesting a re-mark should seek advice from the Head of Department or Examinations Officer in the first instance.
3. Head Teacher/Heads of Department may request an EAR if they have reason to believe there has been an error in the marking. The cost of the EAR will be paid for by school, usually from the budget of the subject concerned.
4. Candidates, Parents/Guardian may still instigate an EAR if they wish, even if after speaking to Heads of Department or the Examinations Officer it is not felt appropriate. In that case the cost of the EAR will be paid for by the candidate, parent/guardian.
5. In all instances candidates will sign a form confirming their request for an enquiry about results.

NOTES

1. Candidates should be aware that marks can go down as well as up during the course of EAR.
2. Candidates should also be aware that it is rare for marks to change by more than one or two marks.
3. It may be advisable to obtain a photocopy of the exam script prior to the expense of requesting a re-mark if examination board deadlines allow.
4. It should be noted that candidates will be unable to request an EAR if the original script has already been requested and returned to school.