

## **Appeals on Results Awarded by External Examinations Boards**

On receipt of GCSE examination results in August, full and extensive analyses are undertaken at whole school, department and class level. Heads of Departments and individual subject teachers play a significant part in this and exercise particular and expert insight into any anomaly. We are always very anxious to ensure that any appeals do not jeopardise the overall subject grade initially awarded because marks can go down as well as up during the appeal process. It is worth noting that the majority of appeals result in no changes being made to grades.

We will advise pupils and parents by letter if we believe an appeal is worth considering. The final decision is made by pupil and parents and we require consent to proceed with the enquiry. Parents will be asked to pay for the cost of any enquiry. In the event of the result being favourable and an improved grade awarded the examination board fee will be refunded. Fees are currently charged at £35.00 for any module though may be subject to change by the exam boards.

If consent for an appeal is given we will follow the Enquiries about Results (EAR) procedures established by the examination boards. These procedures include a clerical check, a re-mark or a re-moderation as appropriate.

If an individual student is concerned about the grade awarded to them for a particular subject and has not received a letter from the school suggesting an appeal they should contact Mr Philips, the examinations officer, in writing, as soon as possible and within one week of the results being published. An EAR cannot be made by an individual student (or parent) but must be made by the school.

The examinations officer will investigate the situation and offer advice about the best course of action within one week of notification.

Completion of the EAR form by the student is essential since this acknowledges that a student is aware that the outcome may mean the result can be re-graded down as well as up.

Pupils and parents will be informed in writing of the outcome of the enquiry and advised of the right of appeal if necessary. If this is pursued, the examination board fee for this appeal must be paid by the appellant.

The final date for receipt of Enquiries of Results by the examination board is currently 20 September (June examination series) or 4 weeks after the issue of results for the November, January and March examination series.