



# ST CLEMENT'S HIGH SCHOOL

## Post-Results Procedure

### Grounds for Application

If the school is concerned about a candidate's result the school may request a clerical check and/or marking review of the script. The school may also request access to scripts to aid teaching or learning, or to inform if there are reasonable grounds to appeal. The candidate's consent must be given in all cases. The candidate will also be given the right to request ATS or EAR services if they are concerned about their results.

Candidates will be made aware in advance of examinations of this policy, the services available, the deadlines attached to each service and the arrangements to request any of the services.

### EAR (Enquiry about Results) Services

Candidates will be informed that marks can go up, down or stay the same. Candidates' signatures must be obtained before application for EARs are processed.

If the centre supports the EAR request, the centre will fund the enquiry. If the centre does not support the request then the candidate will still be able to apply for an EAR service of their choice, but they will be charged the relevant Awarding Body fee. Payment must be received before the centre will process the application. This fee will be refunded if their appeal is successful and the overall grade of the qualification in question is raised. This is in line with Awarding Body charging policy.

The centre will commit to processing all requests, supplied with signatures and resolved funding arrangements, made before the centre's published deadline.

The centre will communicate results of EARs to the candidate.

### ATS Services

The centre may wish to request scripts to support teaching and learning. The centre will fund these requests. Candidate's signatures must be obtained before the centre will process ATS requests. Candidates will have the right to have any identifying features removed from any scripts on request.

Candidates may request ATS services. If the centre does not support an ATS service request then the candidate will be charged the relevant Awarding Body fee. Payment must be received before the centre will process any requests.

The centre will commit to processing all requests, supplied with signatures and resolved funding arrangements, made before the centre's published deadline.

#### Appeals following the result of an EAR enquiry

The centre will provide candidates with information on how to further appeal if they remain unhappy with the result of an EAR enquiry. The centre must support any appeal as per JCQ guidance. Any appeal must be made within 14 days of the receipt of the EAR request result.

#### Appeals against internal marking policy

If candidates wish to appeal marks given by the centre for internally marked assessments they should refer to the centre's Internal Appeals Policy. This policy is available on request and is published on the school's website.