



# ST CLEMENT'S HIGH SCHOOL

## Post-Results Procedure

If the school is concerned about a candidate's result we may request consent for a clerical check and/or review of marking. The school may also request permission for access to scripts to aid teaching or learning, or to inform if there are reasonable grounds to appeal. The candidate's written 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' written consent must be obtained before any applications for EARs are processed.

If the centre is concerned about a candidate's result and they wish to make an application for an EAR service the centre will contact the student to gain written consent. In this instance the centre will cover all associated cost. If the student or parent/carer is concerned and wishes to make an application for an EAR service they must speak to the Head of department/class teacher of the relevant subject in the first instance. Written consent must then be provided and full payment received before the centre will process the application. The centre reserves the right to refuse any application deemed not to be in the best interest of the candidate. Further information on this can be found in the school's 'Public examinations review of marking appeals policy.'

All fees will be refunded if an application results in a change of the overall grade. This is in line with awarding body charging policy.

The centre will commit to processing all supported requests which are supplied with written consent 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 consent must be obtained before the centre will process ATS requests (emailed consent is acceptable for ATS). Candidates will have the right to have any identifying features removed from any scripts on request.

Candidates may request ATS services. Fees are applicable for some exam boards and payment must be received before the centre will process requests.

The centre will commit to processing all supported requests which are supplied with written consent 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 'Appeals against centre assessed marks' policy. This policy is available on request and is published on the school's website.