



IOOL

## Procedure for Enquiry about Results (Awarding Body marks)

**See also Internal Appeals Procedure**

An EAR is a **Review of Marking**. Scripts are reviewed by a Senior Examiner to ensure that the marking policy has been adhered to and applied correctly. Scripts are not remarked blind by another examiner.

Thomas Alleyne's High School will advise students and/or parents/carers regarding their decision to apply for an EAR. However the final decision lies with the student. The student must sign the consent form to confirm their understanding of the possibility that the grade awarded could go up, remain the same or could go down. Where a student wishes to apply for an EAR the school will process that request in full. The student must pay the full cost of the EAR upon application. If the EAR results in a higher grade being awarded the cost of the EAR will be refunded in full. No refund will be given for a change in mark which does not result in a higher grade or where the grade awarded is lowered.

Where a student is entitled to help with costs through funding for disadvantaged students the school may, at the discretion on the Head Teacher, meet the costs of EAR in part or full.

The school may wish to request an EAR or re-moderation for a cohort of students. Where the school makes this decision no charge will be made to the students regardless of the outcome, however permission must be received from each individual.

The fees charged by the awarding bodies will be available on request from the Exams Officer.

### **Appeals procedure following the outcome of an enquiry about results**

Where the head of centre remains dissatisfied after receiving the outcome of an EARs, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates, parents/carers are not permitted to make direct representations to an awarding body.