



INNOVATE2EDUCATE  
Partnership



# 15R Procedures for Candidate Re- quests for Review of Marking (Exams) 2025-2026

This process is reviewed annually to ensure compliance with current examination regulations

## Document History

Version	Version Date	Author	Summary of Changes
V1	Feb 2025	Carole Dodd	Policy reformatted using new template and Trust name change updated. Date change (Highlighted in yellow)

### Exams 2024/2025

#### 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

#### This policy was approved as follows:

<b>Approver:</b>	L&S Committee	<b>Date:</b>	February 2025
<b>Owner:</b>	Carole Dodd	<b>Version:</b>	1
<b>LAC adoption date:</b>		<b>Review frequency:</b>	1 year
<b>Status:</b>	<b>DRAFT</b>	<b>Next review date:</b>	February 2026

This policy applies to all School Academy staff, pupils and parents.

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.

