



## **Appeals Procedure – Enquiries about Results (EaRs)**

If you are concerned with the grade given for an externally marked exam it should be discussed with the subject teacher and Head of Department as soon as possible. If both agree that an appeal can be justified it must be supported by the Head of Centre. The most appropriate action will then be taken.

Enquiries about Results could involve:

- Clerical checks – to make sure that all components are included
- Review of marking – remark of exam scripts (see access to scripts)
- Moderation appeals – where coursework marks are adjusted

The final closing dates for EaR applications are:

- June examinations – 15th September
- All other exams – 3 weeks from the publication of results

All EaRs **must** be made through the centre directly to the Awarding Bodies and **cannot** be made by candidates privately.

In cases where an appeal is not supported by the Head of Centre the candidate will be responsible for the payment of any fees incurred. If the appeal is successful no charge will be made by the Examining Body.

### **It is important to note the following points if an appeal is made:**

- Unless there is good evidence to support an appeal they have, in the past, rarely been successful.
- If work is remarked it can be downgraded. The new grade will override the original mark. For this reason candidates must give their written consent before an appeal will be made.

### **REVIEW OF MARKING – ACCESS TO SCRIPTS**

- Original script can be requested for GCSE and GCE examinations
- If the original script is returned a review of marking will not be permitted
- A photocopy of a script can be requested (GCE only) which will allow a marking review to be applied for – however deadlines are very tight. Summer 2015