



Examination Procedures - Enquiries About Results of External Examinations

Applicable to:	✓	Astley Community High School
		Seaton Sluice Middle School
		Whytrig Middle School
Approval body:	Executive Headteacher	

Status:

Statutory policy or document	No
Review frequency	School to determine
Approval by	School to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
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Author	Creation Date	Version	Status
Data and Curriculum Services Manager (AD)	30 January 2019	0.1	Initial draft
Changed by	Revision Date		
Business Manager (BW)	10 May 2019	1.0	Final approved version for publication, following formatting changes and minor amendments
Business Director (BW)	2 August 2022	1.1	Updated for Summer 2022 examinations
Business Director (BW)	30 August 2022	2.0	Final approved version for publication
Data and Examinations Officer (JL)	28 June 2023	2.1	Updated for Summer 2023 examinations
Business Director (BW)	3 July 2023	3.0	Final approved version for publication

1 Enquiries about results

- 1.1 Enquiries about results (EAR) may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.
- 1.2 If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense, otherwise the fee is payable by the candidate.
- 1.3 In the event of any dispute, the Head of Centre's decision on a submission of an EAR is final.

2 Access to scripts

- 2.1 After the release of results, candidates may ask the school to request the return of papers. This is at the candidate's own expense.
- 2.2 Centre staff may also request scripts for investigation or for teaching purposes - the consent of candidates must be obtained and this will be at the subject department's expense.
- 2.3 **Re-marks cannot be applied for once an original script has been returned.**

3 Procedure

- 3.1 **Candidates requesting results enquiries and re-marking of their scripts must be aware that their marks, including their overall grade may be lowered as a result of the enquiry.**
- 3.2 For this reason, the school, in line with the regulations of the awarding bodies, will require a candidate's written consent before any results enquiry is made.
- 3.3 All candidates wishing to request EAR must follow the procedure outlined below. The relevant consent forms must be completed and payment received before the Examinations Officer will process a request.

GCE (A or AS) candidates

- 3.4 The candidate (or their parent/carer if this is impossible) should:
 - discuss the case with a member of staff at the time of results
 - see the Examinations Officer who will advise on specific cost, assist in completion of the necessary paperwork and submit the request to the appropriate Awarding Body
- 3.5 For Summer A-Level results, there is an accelerated appeals procedure which is used **when a university place is at stake.**
- 3.6 Appeals under this service must be submitted **within one week** of the publication of results. Outcomes are usually received within three weeks.

GCSE candidates

- 3.7 The candidate (or their parent/carer if this is impossible) should:

- discuss the case with the subject teacher or Head of Faculty concerned during the first few days of the Autumn Term
- see the Examinations Officer who will advise on specific cost, assist in the completion of the necessary paperwork and submit the request to the appropriate Awarding Body

4 Key dates and deadlines post-results: Summer 2023 examinations

Key Date	Enquiries about Results (EAR)	Access to Scripts (ATS)
17 August 2023	<ul style="list-style-type: none"> • Issue of GCE Results • EARS may be requested now 	<ul style="list-style-type: none"> • ATS (priority copies of scripts to support enquiries about results) for GCE
24 August 2023	<ul style="list-style-type: none"> • Issue of GCSE Results • EARS may be requested now • Deadline for Priority Service 2 EARS (GCE qualifications only) 	<ul style="list-style-type: none"> • Centres may request ATS
24 August 2023		<ul style="list-style-type: none"> • DEADLINE for awarding bodies to receive requests for priority copies of scripts to support enquiries about results (GCE scripts only)
28 August 2023		<ul style="list-style-type: none"> • DEADLINE for awarding bodies to receive requests for priority copies of scripts to support enquiries about results (GCSE scripts only)
28 September 2023	<ul style="list-style-type: none"> • Deadline for EARS: last date for awarding bodies to receive applications • Deadline for all clerical checks and review of moderation 	<ul style="list-style-type: none"> • Earliest date scripts to support teaching and learning will be returned to centres • Deadline for awarding bodies to receive requests for scripts to support teaching and learning

5 Fees and deadlines: Summer 2023 examinations

- 5.1 Please note these fees are set out by the Awarding Bodies and NOT by the school. Submission dates are strict and applications cannot be submitted after the dates shown.

Access to scripts (ATS)

Board	Service	GCSE	GCE
AQA	ATS - copy (priority)	No Fee 07.09.23	No Fee 31.08.23
	ATS - original (non priority)	No Fee 28.09.23	No Fee 28.09.23
Edexcel	ATS - copy priority	No Fee 28.09.22	No Fee 31.08.23
	ATS - original (non priority)	No Fee 28.09.23	No Fee 28.09.23
OCR	ATS - copy priority	No Fee 28.09.23	No Fee 31.08.23
	ATS - original (non priority)	No Fee 28.09.23	No Fee 28.09.23

- 5.2 Access to Scripts is available for both A levels and GCSE. It is for use when a school wants to see a script to decide whether to ask for a Review of Marking. Those wanting a Priority Review of Marking, however, should not ask for a script photocopy as it will arrive too late to then request a priority review.

Enquiries about results (EAR)

Board	Service	GCSE	GCE
AQA	Priority Review of Marking	N/A	£55.60 24.08.23
	Review of Marking	£40.35 28.09.23	£46.75 28.98.23
Edexcel	Priority Review of Marking	£48.70 31.08.23	£58.70 24.08.23
	Review of Marking	£42.40 28.09.23	£49.20 28.09.23
OCR	Priority Review of Marking	N/A	£70.75 24.08.23
	Review of Marking	£57.50 28.09.23	£57.50 28.09.23

- 5.3 Certificates are available for collection from around Monday 20 November 2023. Certificates will not be posted. Further details can be found on the federation's website.