



EXAMINATIONS

ENQUIRIES ABOUT RESULTS POLICY

Policy Owner	Bridge Short Stay School
Policy Written/Last reviewed on	March 2022
Approved by Management Committee	
Next Review Date	March 2023

BRIDGE SHORT STAY SCHOOL

Appeals process relating to Enquiries About Results

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre, for a review of their result if they consider the grade to be incorrect. This can take the form of a clerical check (an administration check that the marks have been totalled correctly) or a full re-mark of an examination paper(s) (the script will be marked again by a different examiner). This review is called an Enquiry about Results (EAR) and is applied for by the centre on behalf of the candidate. This procedure has a short deadline and therefore any requests must be forwarded to the Exams Office as soon as possible but no later than 3 weeks after the results day.

The Bridge Centre advises any candidate who has concerns about a grade awarded for a subject to come and talk through their concern with a member of the Senior Management Team within two days of the issue of results or the start of the new term where results are issued during the school holidays. All students must sign a consent form (available from the Exams Office) to give their permission for the review of marking to be completed, this is important as marks and grades can go down as well as up following the review. Following this discussion the centre will immediately apply for a review if this is considered appropriate and we would expect to support you in most cases.

If however the centre does not consider a review appropriate, the candidate will be informed of this decision within two working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- The candidate should submit a written request against the above decision together with payment of the appropriate fee within two working days, including the reasons for asking for the review.
- The centre will then contact the candidate and their parent/carer within two working days, and if appropriate, a meeting arranged with the staff concerned, the Examinations Secretary and the Head of Centre or his/her representative from the Senior Management Team. A final decision will be made. The centre will confirm the decision to the candidate and their parent/carer verbally, and then in writing.
- If the final decision is to proceed with the request for a review, the Examinations Secretary will carry this out to meet the appropriate Exam Board deadline.
- Candidates or parents/carers will be required to pay the fees for the review.
- All requests must be received by the Exams Office at least 1 week before the exam board deadline to ensure they can be processed in time. Requests will need to be signed by the Head of Centre and accompanied by the Candidate Consent Form.

Policy Adopted October 2015
Policy Review Date June 2017

Enquiries about Results

EAR Notification Form

Student Name _____

Tutor Group _____

EAR Details		
Subject and Course		
<i>Assessment Information (please include the module/unit title and the assessment title, teacher teaching and marking the assessment).</i>		
<i>Reason for EAR (please give brief notes regarding your reason for enquiry about result)</i>		
Signature of Student		Date
Parent if student is under 18 Name		
Signature of Parent		Date
<i>Please ensure this is sent to the Exams Officer. Once received you will get confirmation that your EAR notification has been received.</i>		