



ENQUIRIES ABOUT RESULTS (EARS) POLICY

Approved

July 2015

Review Date

May 2016

Achieving excellence together

Enquiries About Results

This is a post-results service offered by all the examination boards. It enables the School, through requests to the boards, to have an examination paper or other externally assessed piece of work remarked.

A request for remark must be done through the School via the Exams Officer. This is the only route recognised by the exam boards. If you wish to make a request, at a cost to yourself, (see Appendix 3 for Exam Board fees) you should speak firstly to your Subject Teacher or the Curriculum Leader for the subject.

They will have the breakdown of all your marks for a qualification and will be able to advise you as to whether the School intends to apply for a remark. If candidates are very close to the next grade boundary then a remark may be recommended. However, a decision will be made by the School based on an analysis of the results and the grade boundaries.

Alternatively, your Subject Teacher/Curriculum Leader may request a remark. This will again be based on the closeness of your mark to the next grade boundary.

In both cases, you will need to complete a Candidate Consent form (see Appendix 1). The following information is taken from the form and explains why your consent is needed:

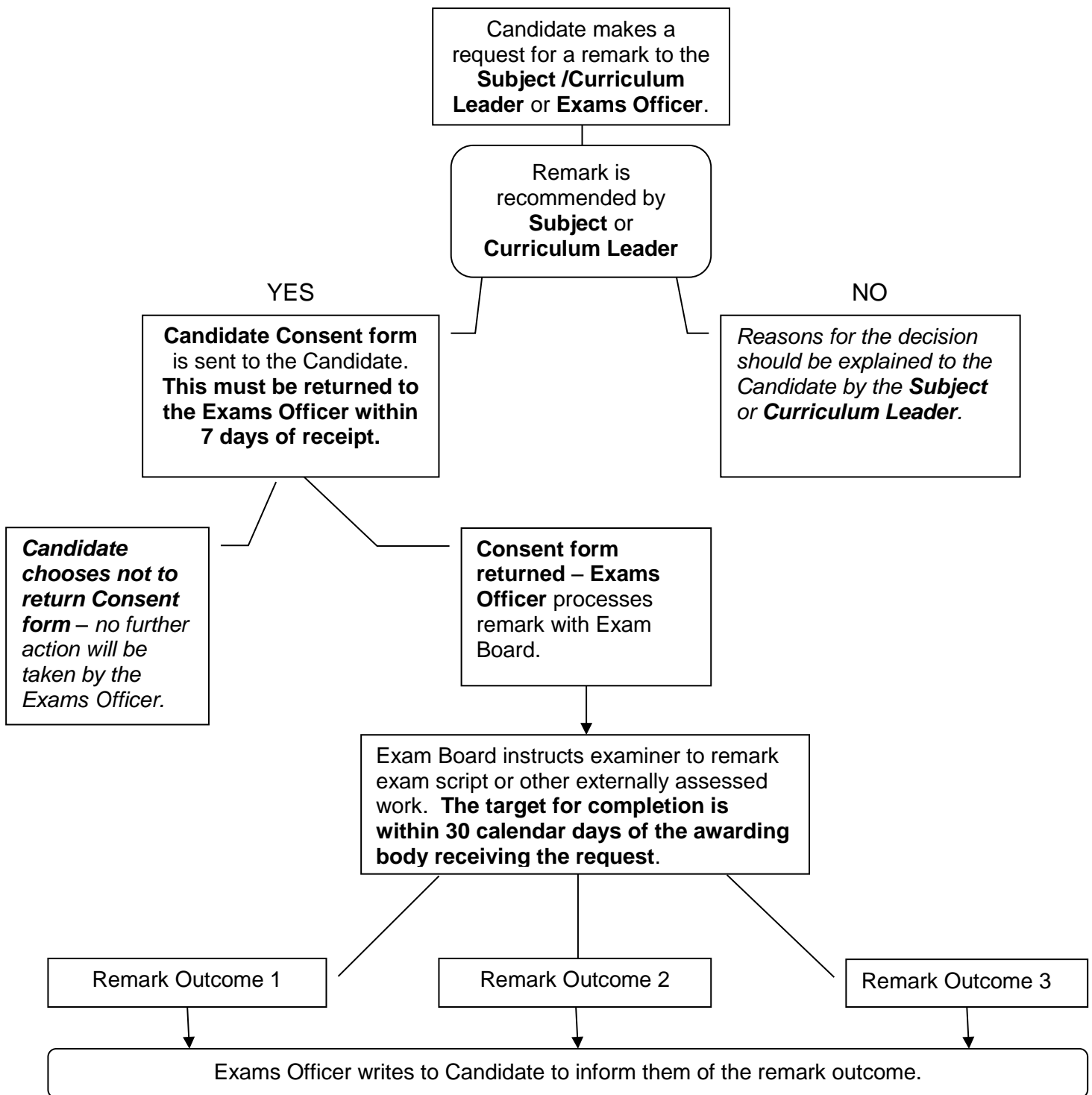
'If your examination centre makes an enquiry about the result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

1. Your original mark is lowered, so your final grade may be **lower** than the original grade you received. (Remark Outcome 1)
2. Your original mark is confirmed as correct, and there is **no change** to your grade. (Remark Outcome 2)
3. Your original mark is raised, so your final grade may be **higher** than the original grade you received. (Remark Outcome 3)

In order to proceed with the enquiry about results, you must sign [the Candidate Consent form]. This tells the head of your centre (the Headteacher) that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.¹

¹ JCQ Post-Results Services – Information and guidance to Centres, p16

Below is a flow chart to explain the process of applying for a remark:



ACCESS TO SCRIPTS

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components, orals or audio/video tapes.

Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other candidates, **prior written permission must be obtained from the candidates** concerned. This permission may be sought only after the candidates have received their results for the examination series concerned.

Candidates who grant their permission have the right to anonymise their scripts before use.

Candidates have the right to instruct their centres not to request their scripts.

If a Subject Teacher requests that the exam board return an exam script for the above purposes, you will be sent a Candidate Consent Form. This form will ask your permission for the script to be used as stated above. It will also ask if you wish for your work to be made anonymous.

If you do not wish for your work to be used, you can state this on the Consent form in the appropriate section.

If you have any questions about **Enquiries About Results** or **Access to Scripts**, please see the Exams Officer.

Mrs J Peel
Exams Officer



ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate Consent Form

Information for Candidates

The Head of Centre would like to request a remark of one of your GCSE papers (shown below) as you were very close to achieving a higher grade. The following information explains what may happen when you apply for Enquiries about Results and your papers are remarked.

There are three possible outcomes:

1. Your original mark is lowered, so your final grade may be **lower** than the original grade you received.
2. Your original mark is confirmed as correct and there is **no change** to your grade.
3. Your original mark is raised, so your final grade may be **higher** than the original grade you received.

In order to proceed with the enquiry about results, you must fill in and sign the form below and return it to Mrs Peel, Exams Officer, Old Buckenham High School, Abbey Road, Old Buckenham, Attleborough, NR17 7RL, or email examsofficer@oldbuckenhamhigh.norfolk.sch.uk by Monday 14th September 2015. This tells the Head of your Centre that you have understood what the outcome might be and that you give your consent to the enquiry about results being made.

✂.....

Candidate Consent Form

Centre Number 18425	Centre Name Old Buckenham High School
Candidate number	Candidate Name
Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)	

I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: Date:



ACCESS TO SCRIPTS

Candidate consent form for use of examination scripts

Centre Number 18425	Centre Name Old Buckenham High School
Candidate number	Candidate Name
Subject	Component/unit code

Tick **ONE** of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know it is mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signed: Date:



ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS FEES SUMMER 2015

The following table outlines the Enquiries about Results (EAR) and Access to Scripts (ATS) services that the Awarding Bodies offer following the release of the Summer 2015 exam results should you need to have a paper remarked or wish to have your script returned.

Service	Fees	Deadline
<p>Service 1 (Clerical check) This service includes the following checks:</p> <ul style="list-style-type: none"> ▪ all parts of the script have been marked ▪ the totalling of marks ▪ the recording of marks ▪ the application of any adjustments ▪ the application of grade thresholds 	<p>Edexcel £10.30</p> <p>AQA £7.40</p> <p>OCR £15.20</p>	20 September 2015
<p>Service 2 (Review of marking) The re-marking of externally assessed units This service will include:</p> <ul style="list-style-type: none"> • the clerical checks (EAR Service 1) • the review of marking of units/components by a senior examiner 	<p>Edexcel £23.20</p> <p>AQA £33.60</p> <p>OCR £42.50</p>	20 September 2015
<p>ATS (Return of original script to support teaching and learning) (Not available for scripts involved in the EAR Service) Once you have requested to see your original script you cannot then request an enquiry about the result.</p>	<p>Edexcel £7.75</p> <p>AQA £10.10</p> <p>OCR £10.20</p>	4 October 2015

The fees structure is per paper, please note that some exam entries consist of 2 or 3 units and therefore could incur double or triple the unit cost. If the outcome of your review of marking results in a change in your overall grade this fee will be refunded.

Deadlines are strict and requests received after the deadlines specified cannot be accepted.

All requests must be made using the Candidate Consent Form, available from the Exams Officer and accompanied by the appropriate fees made payable to OBHS.