

Cardinal Langley RC High School Enquiries about Results, Access to Scripts and Appeals Procedure



This procedure has been produced in accordance with the JCQ General Regulations (5.14)

Cardinal Langley RC High School is committed to ensuring all candidates have access to the full range of post-results services offered by the awarding bodies.

Enquiries about Results

- ▶ All requests for enquiries about results should firstly be directed to the HOD for the particular subject. Once agreed the request must be submitted to the Examinations Officer no later than the 20th September. The only exceptions are Priority 2 requests (only available if a GCE A-level candidate's place in higher education is dependent on the outcome), for which the deadline to submit the request is 6 days after the publication of GCE results.
- ▶ Any requests for enquiries about results that are not agreed by the HOD of the particular subject will not be processed until appropriate payment (fees vary between awarding bodies) has been agreed and received.
- ▶ Requests for enquiries about results will only be actioned on receipt by the Examinations Officer of a fully completed Candidate consent form signed by the candidate (or with the candidate's e-mail consent attached).
- ▶ If the outcome of a candidate's enquiry about results is a change of grade which negates the fee, the Examinations Officer will arrange for the appropriate fee to be reimbursed to the candidate if they have made payment.
- ▶ The school will inform the candidate as soon as possible about the outcome of an enquiry about results.

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.

A candidate has a right to instruct their centre not to request their scripts.

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- ▶ HODs or candidates may request scripts to support reviews of marking. Candidates must sign the Access to Scripts consent form, so their scripts can be accessed by the centre, and also indicate whether they would like the right to anonymity. Requests must be submitted to the Examinations Officer 6 days after the publication of GCE AS, A-level & GCSE results.
- ▶ HODs may request scripts to support teaching and learning. Candidates will be contacted for their written consent as above, and signed requests must be submitted to the Examinations Officer by the 27th September.
- ▶ Any requests made directly by a candidate (i.e. not requested by the HOD, will only be actioned on receipt by the Examinations Officer of appropriate payment (fees vary between awarding bodies).
- ▶ The school will forward the script/s requested directly by candidates as soon as possible on receipt.

Appeals

1. Any candidate who wishes to appeal against the decision of the school not to request an enquiry about results:

- ▶ Contact the HOD as soon as possible (at least **10** working days before the published deadline for enquiry about results) to discuss the mark/grade.
- ▶ If the HOD does not agree to support the enquiry about results the student may appeal against the decision. Appeals should be submitted in writing at least **5** working days before the published deadline for EaRs, detailing the reason for the appeal. The appeal will be reviewed by the Examinations Officer and the relevant HOD. The outcome of the appeal will be communicated to the student within 24 hours of receipt. The decision is final.
- ▶ If the centre does not support the enquiry about results the student may still proceed but all fees involved will be paid by the candidate before the enquiry about results is submitted to the awarding body. Requests should be made to the Examinations Officer before the published deadline for enquiries about results. If the enquiry about results is successful the fee will be refunded to the candidate.

The Examinations Officer will forward the outcome of the enquiry about results to the student as soon as possible.

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2. An appeal to an awarding body following the outcome of an enquiry about results:

This formal appeals procedure is for use in cases where the centre or candidate is dissatisfied with examination results following the outcome of the enquiry about results process. Appeals should focus on whether the awarding body:

- a. has used procedures that were consistent with regulatory requirements;
- b. has applied its procedures properly and fairly in arriving at judgements;
- c. for AS, A-level and Project qualifications, has not properly applied the mark scheme. To ensure there is no doubt, the Head of Centre must indicate precisely where this has been the case.

Appeals can only be accepted by awarding bodies by the Head of Centre on behalf of a candidate, therefore the decision whether to appeal is subject to the outcome of the original appeal to the centre against the school deciding not to request an enquiry about results. The Head of Centre will only proceed with an appeal if the centre supported the candidate's original appeal.