

## **Centre appeals process relating to Enquiries about Results**

A statement about the centre's 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 too low. This can take the form of a clerical check or a full re-mark of an examination paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the candidate. Candidates should be aware that this process may result in a lowering of the grade awarded. This procedure has a short deadline (September 20th for the main results day) and therefore any requests must be carried out quickly within the strict deadlines outlined below.

The Rainham Mark Grammar School Centre advises any candidate who has concerns about a grade awarded for a subject to come and talk their concern through with the Examination Officer within two calendar weeks of the issue of results. 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 three working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

The candidate should appeal against the decision within two days;

- The centre will then arrange a meeting within three days with the candidate and their parent / carer, the subject teacher concerned, the examinations officer and the head of centre or his/her representative from the senior staff;
- The candidate and their parent / carer will be able to present their reasons for asking for the review at this meeting;
- The head of centre or his/her representative will make a final decision on whether the appeal should go ahead, and will inform the candidate and their parent / carer verbally, then in writing, of the decision;
- If the final decision is to proceed with the request for a review, the examinations officer will carry this out to meet the appropriate deadline.

Examinations Officer