



Malbank School and Sixth Form College

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*Rejoice in being the best that we can be*

## **Examinations: Appeals Process**

*Reviewed By NRH VJD November 2023*

Headteacher: John D. Harrison B.A. (Hons.)

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After the release of examination results, a candidate has the right to apply to the awarding body, through the school, 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. Any candidate who applies for an EAR has to complete a consent form to confirm that they have understood the possible consequences of an enquiry. There is also a cost involved – the Examinations Officer will advise the candidate of this. Payment must be received before an EAR can be made. If the enquiry is successful, the fee will be refunded to the candidate. This procedure has a short deadline (20th September in the case of the summer series) and therefore requests must be carried out quickly.

If a candidate has concerns about a grade awarded for a subject they should talk their concerns through with their subject teacher and the Examinations Officer as soon as possible after the issue of results. Following these discussions the school will 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 or consequent appeal 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/guardian, the subject teacher concerned, the Examinations Officer and the Associate Principal or their representative.
- The candidate and their parent/carer will be able to present their reasons for asking for the review meeting.
- The Associate Principal or his representative will make a final decision on whether the review should go ahead, and will inform the candidate and their parent/carer verbally, and in writing, of the decision
- If the final decision is to proceed with the request, the Examinations Officer will carry this out to meet the appropriate deadline.

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