

ENQUIRIES ABOUT RESULTS – EAR’S

This is a statement regarding John Colet School’s appeal 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 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. There are costs involved with this process which vary from subject, service required and awarding body.

The John Colet School advises any candidate who has concerns about a grade awarded for a subject to discuss their concerns through the subject teacher who will in turn liaise with the Examination Officer. This process of completing the necessary Exam Service Request Form needs to take place 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 Subject Teacher concerned, the Examinations Officer and the Head of Centre or a representative from the Senior Leadership Team;
- The candidate will be able to present their reasons for asking for the review at this meeting;
- The Head of Centre or a representative from the Senior Leadership Team will make a final decision on whether the appeal should go ahead, and will inform the candidate 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.