

ENQUIRIES ABOUT RESULTS

You must see the Exams Officer as soon as possible following the release of your exam results if you wish to make an Enquiry About Results (EAR), and complete the relevant form to give your written consent.

There will be a charge for each service which is payable before the application is submitted, unless the College wishes to request the service on your behalf (you will still have to give written consent).

Please bear in mind that any EAR application can result in your marks and grade dropping as well as staying the same or improving.

The services available are detailed below:

Service 1 – Clerical Re-check

This is a re-check of all clerical procedures leading to the issue of a result.

This includes the following checks:

- That all parts of the scripts have been marked;
- The totalling of marks
- The recording of marks

In addition you may request a copy of the re-checked script to be returned to you.

Service 2 – Post Results Review of Marking

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly.

This service will include:

- The clerical re-checks of a Service 1 request
- A review of marking

In addition you may request a copy of the reviewed scripts to be returned to you.

Priority Service 2 – Post Results Review of Marking

This service is as Service 2. However, it is only available if a GCE A-level candidate or a Level 3 Principal Learning candidate's place in Higher Education is dependent on the outcome.

The deadline for this service is very short due to the nature of the service.

Access to Scripts (ATS)

You may request the return of your original script. Once an original script has been returned, it can no longer be subject to an EAR.

Your teacher may wish to use your script for teaching and learning purposes, and may ask you to provide permission for your script to be requested. You will not have to pay for the service in this instance.