



EXTERNAL APPEALS AGAINST EXTERNAL EXAMINATION RESULTS

Examination Boards offer a range of services available after examination results are received.

These are categorised into two main areas

- Enquiries about Results
- Access to Scripts

Enquiries about Results

This is a service that can be used to check your examination grade with the board, if your examination grade is significantly lower than your predicted grade. There are different levels of service, costing varying amounts. **Note that your grade can go down as well as up!**

Service 1 – Clerical Re-check

Re-check of all clerical procedures leading to the issue of a result.

Candidate consent is required.**

Target completion date is within 20 days of the Awarding Body receiving the request.

The service will provide the following checks:

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks
- The application of any judgments
- The application of any special consideration was requested at the time of the examination
- If requested a photocopy of the re-checked script for those units/components included in access to scripts.

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. The service is available for externally assessed components of a modular, unitised or linear specification.

Candidate consent is required.**

The target completion date is within 35 days of the Awarding Body receiving the request.

This services will include:

- The clerical re-checks detailed in Service 1
- A review of marking as described above
- If requested a photocopy of the reviewed script for those units/components included in access to scripts.

Priority Service 2 – Post results review of marking

This is as Service 2, but is only available if the following criteria are met:

- The enquiry is about a GCE or AEA examination
- A candidates place in further/higher education is dependent upon the outcome.

Candidate consent is required.**

The target completion date is within 20 days of the Awarding Body receiving the request.

Centre must obtain candidate consent for Services 1,2 and 2P, as with these services candidates marks and subject grades may be lowered.

- Candidates must be informed of this possible outcome and provide their informed consent in writing before an application is submitted.

All Enquiries about Results will be submitted electronically by the Centre upon the written request of the Parent/Carer or in the case of sixth form learners themselves. No enquiries will be submitted until all fees are paid to the school.

Access to Scripts

Awarding bodies will provide examination centres and their candidates with access to marked scripts for the following examinations.

- All GCE Advanced, Advanced Subsidiary
- All GCSE
- All BTEC

Candidates will be able to request access to their own scripts for general interest or to inform future learning. Original scripts will be returned.

GCE candidates will be able to request access to a copy of their scripts prior to deciding whether to ask a Centre to lodge an enquiry about results. Photocopies of their scripts will be returned.

The Awarding Bodies will not deal directly with individual candidates.

Parents can request photocopied scripts. After the scripts have been received there is a possibility to then make an Enquiry about Results.

Parents can request original scripts, these scripts will not be eligible for Enquiries about Results.

All enquiries about results must be directed to the Examination Officer in the first instance.