

### ENQUIRIES ABOUT EXAMINATION RESULTS

G.C.E. results are published on Thursday 18<sup>th</sup> August 2016, G.C.S.E. on Thursday 25<sup>th</sup> August. If, on receiving your results, you are particularly unhappy with the grade or mark, it may be worth pursuing a results enquiry. Before proceeding, this should be discussed with the relevant Head of Department and/or HM. Unless the total of marks shows that the next grade up was only narrowly missed, it may not be advisable to proceed. If the Head of Department wishes to query your result, (s)he will contact you beforehand for your consent. It is very important to remember that a subject grade may be raised, confirmed or lowered after an enquiry.

The Examination Boards offer various levels of post-results services :

Post - results service			Notes
Code	Description	Deadline	
<b>EAR2P</b>	Priority re-mark	<b>23 Aug. '16</b>	Urgent re-mark, completed within ca. two weeks, for those whose place at Uni. may depend on the outcome. <b>GCE ONLY</b>
<b>ATSPR</b>	Priority access to photocopied script	<b>23 Aug. '16</b>	Intended to allow candidate to review script & decide if further investigation is advisable. <b>GCE ONLY</b>
<b>EAR2</b>	Re-mark	<b>20 Sept. '16</b>	Review by senior examiner of application of markscheme to script in question.
<b>EAR2A</b>	Re-mark with photocopied script	<b>20 Sept. '16</b>	Review by senior examiner of application of markscheme to script plus photocopy of script to aid with preparation for re-sit
<b>EAR1</b>	Clerical check	<b>20 Sept. '16</b>	Check that all marks allocated have been included in totals, & correctly added & transcribed.
<b>ATSP</b>	Access to photocopied script	<b>20 Sept. '16</b>	Allows review of script to aid preparation for re-sit, etc. May be requested alone or in conjunction with re-mark or clerical check, but will not arrive in time for any further action.
<b>ATSO</b>	Access to original script	<b>4 Oct. '16</b>	Return of the original script precludes any further action.

There is a further appeals process, but only against an Examination Board's alleged failure to follow due process; it is not possible to appeal against the marks awarded by a Board.

All the above services carry a fee, which varies from Board to Board, but ranges from ca. £60 per paper for a priority re-mark, to about £15 for the supply of a script. Fees are refunded only if the enquiry brings about a change in the overall grade for the subject.

To initiate any enquiry, please complete the form overleaf and return it to the Examinations Office at St. Edward's School. [Note # If you prefer not to fill in the payment details section of the form, card information can be e-mailed directly to the Accounts Office, on [curtins@stedwardsoxford.org](mailto:curtins@stedwardsoxford.org) ; however, requests cannot be processed until this information has been received.]

## ENQUIRIES ABOUT EXAM. RESULTS : G.C.E. , I.G.C.S.E. & G.C.S.E.

Candidate details			
Surname		Cand. N <sup>o</sup>	
First name		D.o.B.	___/___/___
Address & postcode			
Telephone 1			
Telephone 2			
E-mail			

Exam details					
Board	Level	Subject	Paper (description)	Paper (code)	Enquiry code

I give my consent to the Head of Centre at St. Edward's School to enquire about the result of the examination(s) listed above, in the understanding that the final subject grade awarded may be higher than, the same as or <u>lower than</u> the grade originally awarded for the subject.	
Candidate's signature:	Date
Parent's signature (if candidate less than 16 years old):	Date

Payment details [see # overleaf] (to be completed for all enquiries concerning leavers or external candidates)		
Name on credit / debit card		
Number of credit / debit card		
CSV security code (on reverse of card) *		* To be deleted once payment taken.
Expiry date	___/___	This information will be stored securely until needed, and will be destroyed after use.
I authorise the use of this credit / debit card to pay for enquiries about exam. results.		
Cardholder's signature:	Date	