

POST EXAMS RESULTS SERVICES & APPEALS PROCEDURE

Candidates may make post results service enquiries. These include enquiries about results, access to scripts and appeals as follows: (full details in the student information sheet)

- **Service 1 - CLERICAL RE-CHECK**
- **Service 2 - REVIEW OF MARKING**
- **Service 3 - REVIEW OF MODERATION** (this service is not available to an individual candidate)

Access to Scripts (ATS)

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

The centre will make the candidates aware before the publication of results that these services are available and that requests must be made through the centre.

If a candidate wishes to make a post results request, then the following procedures will apply:

- Candidates must read all the instructions of the post results student information sheet before requesting any service.
- The request must be made to the exams officer in writing before the deadline date by completing the post results services candidate consent form.
- The exams officer will electronically submit any request to the awarding bodies and will notify the candidate the outcome by email.

Internal Appeals Procedure – Post Results Service

If a candidate disagrees with the awarding body decision after the enquiry about results has been completed. The appeal must come in the form of a written request (or the Internal Appeals Form) from the candidate to the Head of Centre, setting out the grounds for the appeal and must be submitted within the deadline date.

If the Head of Centre declines the appeal but the candidate does not agree with the decision the Head will appoint a panel consisting of a senior member of staff not involved in the original process, a School Governor as an independent member and her/himself as the Head. The panel will examine the evidence and decide if; the grounds for appeal are valid. The candidate will be notified of the Appeals Panel decision in writing within the deadline timescale.