



Highcliffe School

POST RESULTS SERVICES

Enquiries about Results

Enquiries about Results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an Enquiry about Results, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Access to Scripts

After the release of results, candidates may ask subject staff to request the return of scripts.

If a result is queried, the examinations officer, teaching staff, Senior Curriculum Leaders and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once an original script has been returned.

If Access to Scripts is requested by a candidate they will be charged.

Appeals About EARs

When an EAR outcome is received from the awarding body this will be sent to the candidate and Senior Curriculum Leader within one working day for due consideration.

Should either candidate or SCL wish to appeal against the outcome the Exams Office must be informed in writing within one further working day.

Any charges relating to an appeal will be payable by the candidate unless the school supports the appeal.

Appeals must be made within two calendar weeks of the school receiving the outcome of the enquiry about results. This time scale is determined by the regulators and does not make allowance for the time the centre may be closed for holidays.

Forms for Enquiries about Results and Access to Scripts are available from the Data and Examinations office.