

# Blackfen School for Girls



## Examinations Policy

### Enquiries about results

Head Teacher: Mr M Brown

Chair of Governors: Mr S Fitz-Gerald

	Date	Name	Signature
Policy Date	September 2021		
Review Date	September 2022		
Review Period	Annually		
Lead Person	DHT, Curriculum	Fiona Minnis	
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Verified by	Head Teacher	Matthew Brown	
Approved by	Chair of Governors	Stuart Fitz-Gerald	

## Examinations policy: Enquiries About Results

Teachers, parents and students should note the Ofqual ruling that that appeals may only be made against **the process of marking** that led to the award of a mark or grade and not against the actual mark or grade.

### SECTION 1 - FEES AND ELIGIBILITY

Post Results Services are only available to candidates sitting GCSE, GCE, Principal Learning & Projects (including Extended Project) and BTEC (NQF) Level 2 external assessment only.

The cost of Enquiries About Results (EAR) services are paid by the school where this is the recommended action by Subject or Faculty Leaders or the Leadership Team. EAR fees are paid by the candidate where this is **not** the recommended action of the Subject or Faculty Leader or the Leadership Team. Please see the associated costs in Section 3.

1. In line with Blackfen School's 'Charging and Remissions' policy (Public examinations), fees for 'EAR' services are levied in the following circumstances:

- a) The request is not approved by the relevant Subject leader, Faculty Leader or member of the Senior Leadership Team.
- b) An external student from another school requests use of Blackfen School as an examination centre and requests 'EAR' services.
- c) An ex-student of Blackfen School requests to use the school as an examination centre and requests 'EAR' services.
- d) A student currently on roll at Blackfen School sits an examination against the advice of the Subject or Faculty Leader and requests 'EAR' services.
- e) A student currently on roll at Blackfen School sits an examination with the approval of the Subject or Faculty Leader but fails to attend lessons or to complete revision and learning activities to the standard set by the school and requests 'EAR' services.

2. Blackfen School can pursue an 'Enquiry About Result' on behalf of a single candidate or a whole cohort who have not achieved the grade(s) that were expected of them. The school must receive written permission from each candidate concerned before processing a request for clerical re-checks or post-results reviews of marking.

3. Candidates making 'EAR' requests must understand that their marks for examination questions or sections in an examination paper may change and this may result in subject grades overall or for specified units/modules being raised or lowered.

## **SECTION 2 – ‘ENQUIRY ABOUT RESULTS’ SERVICES**

There are six ‘Enquiry About Result’ services available:

1. Clerical checks – may take up to 20 days for completion

The following checks are made:

- All parts of the script have been marked
- Accurate totalling of marks
- Accurate recording of marks

2. Review of original marking – may take up to 20 days for completion

- A clerical check (see above)
- Review of marking by a senior examiner
- A photocopy of the reviewed script may be requested. This action incurs further charges and no further changes may be made to the script after this stage.

3. Priority review of marking – may take up to 18 days for completion

- This service is applicable for A-level examinations and is actioned by in line with advice from the Senior Leadership team, Faculty and/or Subject leaders.

4. Review of original moderation – may take up to 40 days for completion

- Coursework/controlled assessments marks are checked by an examiner.

5. Access to original scripts

- Students’ original scripts are returned to Blackfen School from Examination Boards after the deadline for ‘Enquiries About Results’ has expired. Once an original script has been ordered, it may not be subject to further ‘EAR’ action set out in Points 1 – 4 above.

6. Access to photocopies of scripts

- This service is available for A-Level scripts only. Once the requested A-level script(s) has been dispatched or emailed by Examination Boards, it is not possible to cancel or refund the application for photocopies of scripts. Once an original script has been ordered, it may not be subject to further ‘EAR’ action set out in Points 1 – 4 above.

To date (October 2021) no information has been released regarding fees for Enquiry About Results services in 2022. This policy will be updated as soon as these details are published to schools.

## FEES CHARGED FOR 'ENQUIRY ABOUT RESULTS' SERVICES

### 1. Clerical checks

Clerical check	GCE	GCSE	BTEC Level 1 & 2	BTEC Level 3	Deadline
Edexcel					
AQA					
OCR					
WJEC					

### 2. Review of original marking

Review of original marking	GCE	GCSE	BTEC Level 1 & 2	BTEC Level 3	Deadline
Edexcel					
AQA					
OCR					
WJEC					

### 3. Priority review of marking

Priority review of marking	GCE	GCSE	BTEC Level 1 & 2	BTEC Level 3	Deadline
Edexcel					
AQA					
OCR					
WJEC					

#### 4. Review of moderation

Review of moderation	GCE	GCSE	BTEC Level 1 & 2	BTEC Level 3	Deadline
Edexcel					
AQA					
OCR					
WJEC					

#### 5. Access to original scripts (ATS)

Access to original scripts	GCE	GCSE	BTEC Level 1 & 2	BTEC Level 3	Deadline
Edexcel	Free	Free	Free	Free	
AQA	**				
OCR					
WJEC					

\*\* Priority copy without review or clerical check

#### 6. Access to copies of scripts (ATS)

Access to copies of scripts	GCE	GCSE	BTEC Level 1 & 2	BTEC Level 3	Deadline
Edexcel	Free	Free	Free	Free	
AQA	**				
OCR					
WJEC					