

Enquiries about Results – EAR's

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre, for a review of their result if they consider the grade to be too low. This review is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the candidate. Candidates should be aware that this process may result in a lowering of the grade awarded. This procedure has a short deadline and therefore any requests must be carried out promptly.

There are costs involved with this process which vary from subject, service required and awarding body. We advise any candidate who has concerns about a grade awarded for a subject to discuss their concerns with their subject teacher or Mrs Tonkin, the Examinations Officer. The process of completing the necessary Exam Service Request Form needs to take place within two calendar weeks of the issue of results.

The awarding bodies offer the following enquiry about results services.

Service 1 (Clerical re-check)

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;
- **if requested**, a copy of the re-checked script(s) for those units/components included in the Access to Scripts service.

Only Service 1 clerical re-checks can be requested for multiple choice tests.

Service 2 (Mark review)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;

Priority Service 2 (Mark review)

This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. Any applications not meeting this criteria will be treated as normal Service 2 requests.

Fees for Enquiries about Results are set independently by each individual awarding body. For clerical checks and mark reviews, the EAR fee will not be charged if subject grades are amended. Further details will be available on results day.

Access to Scripts (ATS)

Awarding bodies will provide centres and their candidates with access to marked scripts, if requested, for the following examinations:

- GCE AS and A-level
- GCSE

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts do not apply to internally assessed components, orals or audio/video tapes.