

Post Results Services - Enquiries **About Results (EARs)**

Listed below is information about the services that are offered by the Awarding Bodies in relation to your results.

If you wish to use any of these services please complete a form and it return to Reception at the school, marked 'For the urgent attention of the Exams Office'.

You are required to make payment of the relevant fee(s), otherwise the Enquiry cannot be processed.

Please note the following:

An enquiry can result in one of three outcomes:

- Your mark changes either up or down, but not sufficiently to change the awarded grade.
- Your mark increases and does so sufficiently to increase your grade.
- Your mark changes and goes down sufficiently to lower your final grade.

It is important that you are aware of the potential consequences of a re-mark.

The type of service is outlined below.

Service Type 1: Clerical Re-Check

This is a re-check of all clerical procedures leading to the issue of a result. Candidate's grades or uniform marks can go up or down.

This service will include the following checks:

- That all parts of the script have been marked;
- The totalling of marks;
- The recording of marks.

The target for completion is within 20 calendar days of the Awarding Body receiving the request.

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Priority Service Type 2 (2P): Post-results Review of Marking

- 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 these criteria will be treated as normal Service 2 requests.
- The target for completion is within 18 calendar days of the Awarding Body receiving the request.

Service Type 2: Post-Results Review of Marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. A candidate's grades or uniform marks can go up or down.

This service will include:

- The clerical re-checks detailed in Service 1;
- A review of marking.

The target for completion is within 30 calendar days of the Awarding Body receiving the request.

The targets for completion are the Awarding Bodies' deadlines.

The school will aim to return **priority** requests within one working day of receiving the information from the Awarding Body, and all others within one week of receipt.

If your **grade** increases as a consequence of a re-mark your Enquiry fee will be refunded.

If you have any queries about whether or not to have a script re-marked speak to your subject teacher. Please ask the Exams Officer if you need more information about how to make a request for a Post Results Service.