



**QUEENS' SCHOOL**  
*Dare to be Great*

Headteacher: Jonathan Morrell BA, MA, PGCE, NPQH

## Enquiries About Results – Appeals Procedure

The JCQ requires centres offering examinations to:

- have in place written procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies, and to ensure that details of these procedures are made widely available and accessible to all candidates.
- draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

Any student who wishes to query a mark/grade given by an Awarding Body following the issue of results should use the following procedure:

1. Liaise with subject teacher/Head of Department for their opinion and advice on the marks awarded
2. Read carefully the information given to them with their results slips regarding Review of Marking and Access to Script options
3. Contact the Exams Officer in advance of the deadlines given to obtain and complete the consent form and make the appropriate payment. Students are signing the consent form to confirm that they understand that marks/grades awarded can be lowered as well as raised. The costs of all requests are paid by the candidate.
4. The outcome of all enquiries will be forwarded to the candidate as soon as possible after they have been received by the Awarding Body.

### **If the school does not agree to support the EAR**

A candidate may appeal against the decision not to support an EAR request. Appeals should be made in writing to the Exams Officer, at least 5 working days before the published deadline for EARs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated. The appeal information will be reviewed by the Exams Officer and a member of the Senior Leadership Team and the outcome of the appeal communicated to the candidate within 48 hours of receipt. The decision is final.



Queens'

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