

St Mary's Music School

Examination Policies

A – Level Examinations – Enquiries about Results

1. If a candidate believes that the mark or grade he or she has been awarded in an A-Level examination does not reflect his or her true ability in the subject, and that he or she believes his or her performance in the examination was representative of his or her true ability, he or she may request the centre to initiate an Enquiry about Results procedure. Enquiries about results include requests for clerical checking and reviews of marking or moderation.
2. Requests by candidates for Enquiries about results must be made in good time to allow the centre to submit the request before the deadline (of 20th September in the case of June series examinations).
3. If a candidate is not satisfied that in dealing with an Enquiry about Results, an awarding body has used procedures consistent with the current code of practice, or that the awarding body has applied its procedures properly and fairly in arriving at judgements, then the candidate may request the centre to initiate an appeal against the outcome of an enquiry about results.
4. Requests for appeals must be made in time to allow the centre to submit the appeal within two weeks of receiving the result of an enquiry.
5. Candidates will be required to complete a consent form before the centre can proceed with an Enquiry about Results or an appeal (See Appendix 1).
6. Candidates must be aware, before requesting Enquiry about Results or an appeal, that the original mark may be confirmed, or raised, or lowered as a consequence of the Enquiry about Results or appeal.
7. Subject teachers at the centre will keep a record during the course of each candidate's work in order that a judgement can be made about a candidate's likely result in the event that the candidate should request an Enquiry about Results or an appeal.
8. A senior member of staff at the centre will decide, after consultation with the subject teacher or teachers, and other members of the department concerned, whether or not the centre will support an Enquiry about Results or an appeal.
9. Where the centre agrees to support an Enquiry about Results or an appeal, the centre will meet the cost, if any, of submitting the Enquiry about Results or appeal.
10. Where the centre does not agree to support an Enquiry about Results or an appeal, the candidate and the candidate's parent / guardian will be informed of this decision.
11. In the event that the candidate, or the candidate's parent / guardian, still wishes to proceed with the Enquiry about Results or appeal against the centre's advice, the centre will initiate the Enquiry about Results or appeal on the understanding that the candidate or the candidate's parent / guardian will be required to meet the cost, if any, of the Enquiry about Results or appeal, and when the centre staff are satisfied that the candidate and the candidate's parent / guardian clearly understand that marks and grades can go down as well as up as a result of an Enquiry about Results or an appeal.

ENQUIRIES AND APPEALS ABOUT RESULTS

Information for candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

In the past, an enquiry or appeal about the result of an examination made after the issue of a subject grade could not lead to that grade being lowered. The grade could only be confirmed or raised.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, and there is no change to your grade
- Your original mark is raised, so your final grade may be higher than the original grade you received
- Your original mark is lowered, so your final grade may be lower than the original grade you received

In order to proceed with the enquiry or appeal, you must sign the form below. This tells the Head of your Centre that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

Candidate consent form

Centre name:

Centre number: **Candidate number:**

Candidate name:

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

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I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: **Date:**