



Enquiries about Results

A statement about Bexley Grammar's Appeals Process relating to enquiries about results

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre (Bexley Grammar School), for a review of their results if they consider the grade to be too low. This can take the form of a clerical check or a full re-mark of an examination paper or papers. 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 (historically September 20th for the main results day) and therefore any requests must be carried out quickly within the strict deadlines outlined below:

Bexley Grammar School advises any candidate who has concerns about a grade awarded for a subject to come and talk their concern through with the Head of Department **within two calendar weeks of the issue of results**. Following this discussion, the centre will immediately apply for a review if this is considered appropriate and we would expect to support you in most cases. If, however, the centre does not consider a review appropriate, the candidate will be informed of this decision within three working days. If the candidate still wishes to proceed with a request for a review, the following procedures will apply:

- The candidate should appeal against the decision within two days
- The centre will then arrange a meeting within three working days with the candidate and their parent/carer, the subject teacher concerned and the Head of Department and the Head of Centre or his/her representative from the senior staff
- The candidate and their parent/carer will be able to present their reasons for asking for the review at this meeting
- The head of centre or his/her representative will make a final decision on whether the appeal should go ahead and will inform the candidate and their parent/carer verbally and then in writing of the decision
- If the final decision is to proceed with the request for a review, the examinations officer will carry this out to meet the appropriate deadlines.

Examinations Office

Oct 2018