

# **Greenford High School**

## **Policy Document**



# **Appeals Procedure**

## **Enquiries about Results**

**Service 2P Priority Remark**

## **APPEALS PROCEDURE FOLLOWING RELEASE OF EXAMINATION RESULTS FROM THE AWARDING BODIES**

### **“ENQUIRIES ABOUT RESULTS – Service 2P Priority Remark”**

Greenford High School is committed to ensuring that all students obtain the best possible grades in their examinations.

Any student who is unhappy with a mark awarded from an awarding body upon issue of results should follow the procedures below:

Contact a member of staff on the day results are issued to discuss what immediate action to take (requests must be made within one week of results day). The Exams Officer/Senior Leadership Team member will advise on what options are available where a university place is pending.

Students should be aware that Enquiries about Results (EARs) can result in marks being raised, confirmed or lowered. Students should sign a consent form to confirm that they understand the consequence of an enquiry.

Subject teacher to review marks and discuss with Head of Department to agree a way forward taking into account the breakdown of marks and grade boundaries and the student's predicted grades. If the department agree to support the enquiry please follow (3) below, if not the subject teacher should advise the student as per (4) below.

A student may appeal against a decision not to support an EAR's. Appeals should be made in writing to the Head teacher no later than 5 working days before the published deadline for EARs. The appeal should be in writing and state the full details of the complaint and the reasons for the appeal. The appeal should be signed and dated and include a daytime contact telephone number of the student.

This information will be reviewed by the Head teacher or another member of the school's Leadership Team if the Head teacher is unavailable and the outcome of the appeal will be communicated by telephone where possible or 1<sup>st</sup> class post within 24 hours of receipt. This decision is final.

(3) If the subject team agrees that the school supports an enquiry, the request together with the student's consent form should be made to the Exams Officer before the published deadline for EARs. The cost of the enquiry will be taken from the exams budget. If the enquiry is successful, the fee will be refunded.

(4) If the school does not support the enquiry, the student may still proceed in some cases (please contact the Exams Officer to check) with the enquiry but all costs involved need to be paid by the student at the time the enquiry is made. No enquiry will be made unless the fees are paid. Requests should be made in

person to the Exams Officer before the published deadline for EARs. If the enquiry is successful, the fee will be refunded to the student.

Outcomes following EARs will be made in writing by the Exams Officer to the student as soon as they have been received from the Awarding Bodies.