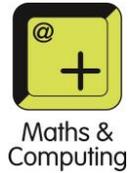




NORTON CANES HIGH SCHOOL

CENTRE 30100



ENQUIRIES ABOUT RESULTS POLICY

Candidates have a right to appeal to the Awarding Body if they feel their results are not accurate. There are a number of services that all Awarding Bodies offer, which include reviewing the basic clerical steps involved in awarding a grade, to having the piece of work remarked by a Senior Examiner. Candidates should be aware, that as a result of any appeal, marks and grades may also go down or stay the same as well as going up.

Examining bodies have fees associated with the various forms of review, and the candidate is responsible for paying these fees to the school prior to an application being made on their behalf. If there is a change of grade the fee is refunded. The appeals process is managed by the Examinations Officer. Appeals can only be submitted by the school on behalf of the candidate. Candidates may not appeal directly.

When considering whether or not to apply for post result services, candidates must be aware that:

- a) The final date for appeals will be indicated on the candidate's statement of results.
- b) The school must support the application before an appeal is submitted and the candidate should discuss their issues with the Examinations Officer and subject teacher. If it is agreed that an appeal is appropriate it will be submitted by the school. The candidate must sign to say they agree to this action.

In circumstances where the school does not consider the enquiry appropriate, the following internal appeals process applies:

- a) The candidate should appeal against the decision not to support an enquiry, in writing, to the Examinations Officer, stating the reasons they believe the enquiry should be made.
- b) Upon receipt of the appeal, the school will arrange a meeting with the candidate, their parent/guardian, the Examinations Officer, the Headteacher, and other staff as appropriate at the earliest possible opportunity to ensure the Awarding Body deadline does not pass.
- c) After hearing reasons for and against the enquiry, the Headteacher will make a final decision on whether or not the school will support the application. The decision will be provided at that meeting and followed in writing.

This policy can be accessed on the school website:

<http://www.nortoncaneshighschool.co.uk/>

The details of this policy are referred to the students as they start their course and in the examination assembly before examinations start.