



St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr. D. Juric

Chair of Governors: Fr A. Cornforth

Procedure for enquiries about external examinations

All enquiries must be made by the school, through the Examinations Office.

An enquiry may be initiated by

- a) A Subject Leader
- b) A Candidate
- c) A Parent/Carer

If a Subject Leader initiates the enquiry, the school will bear the cost. However, please be advised that if either the Candidate or Parent/Carer initiates the enquiry they are liable to pay. If, after the enquiry, the grade is increased, the fee will be refunded.

If there is any doubt about whether an enquiry should be lodged, Examination Officers will be available to give advice. However, the ultimate decision lies with the candidate and parent/carer. It is the candidate's right to request a remark even if advised otherwise, but the school will not pay in this instance.

Requests for remarks and access to scripts must be made by the deadlines set by the examination boards. These deadlines are stated in the document: *Post Results Enquiries fees Summer 2016*

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

1. Your original mark is lowered, so **your final grade may be lower** than the original grade you received.
2. Your original mark is confirmed as correct, so there is **no change** to your grade.
3. Your original mark is raised, so your **final grade may be higher** than the original grade you received.

In order to proceed with the enquiry about results, you must sign a consent form. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

