



July 2018

Post Exams Results Services

Dear Parent/Carer

Enquiry About Results (EAR) Services

Following the release of examination results, a candidate has the right to apply to the awarding body, through the school, for a review of their results if they believe an error has been made. 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 school 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 and therefore any requests must be carried out quickly and within the deadline stated. Candidates wishing to make an enquiry or appeal about results must complete a request and consent form.

If King Charles I School makes an enquiry about the result of the examination after the subject grade has been issued, there are three possible outcomes:

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

We advise that any candidate who has concerns about a grade awarded for a subject to talk their concerns through with the subject teacher (where possible) and examination officer before the dates shown later in this document. Following this discussion, the school will apply for a review if this is considered an appropriate course of action.

In order to proceed with the enquiry or appeal, you must complete and sign a request and consent form, available from the examination's office or our website. This tells the headteacher that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

Two services are available to candidates. These are summarised below:

- Service 1: A clerical re-check of the marks awarded.
- Service 2: A review of the marking, in accordance with the agreed mark scheme. A priority service is available for A-level candidates where a higher education place is dependent upon the outcome.

For Services 1 and 2, the written consent of the candidate must be obtained, as the candidate's marks and subject grades may be lowered.

Deadline for receipt of application by the awarding bodies are:

Priority Service 2	23 rd August 2018
Services 1, 2 (non-priority) and 3	20 th September 2018

Access to Scripts (ATS) Services

- Service 1: Requesting priority scripts. This is available to AS/A level candidates only. Following receipt, a subsequent enquiry about results can be made, if required. The deadline for applications is 23rd August 2018. We will receive the priority scripts by 6th September 2018.

- Service 2: Requesting non-priority scripts. This is available for both GCSE and AS/A level. Receipt of the script by the candidate will be too late for any subsequent results enquiry to be made, but may be useful to support the candidate's future learning. The deadline for applications is 20th September 2018. We will receive the scripts by 3rd November 2018.

Fees

These differ slightly, according to examination board each year. The fees for the 2017/18 examination series are summarised below.

	OCR GCE	OCR GCSE	AQA GCE	AQA GCSE	WJEC GCE	WJEC GCSE	WJEC GCSE	EDEXCEL GCE	EDEXCEL GCSE
EAR Service 1	£16.90	£16.90	£16.10	£8.05	£10	£11	£11	£11.10	£11.10
EAR Service 2 (Priority)	£58.00	n/a	£51.75	n/a	£46	n/a	£48	£45.40	£54.655
EAR Service 2 (Non- Priority)	£47.00	£47.00	£43.45	£37.55	£36	£36	£40	£45.85	£39.50
ATS Service 1 (Priority)	£11.75	n/a	£13.95	n/a	£11	n/a	£11	Free	Free
ATS Service 2 (Non- priority)	£11.35	£11.35	£11	£11.30	£11.30	£11	£11	Free	Free

All applications for Enquiries about Results (EAR) and Access to Scripts (ATS) services must be made through the examination officer (Mrs Paternoster). Applications can be made by contacting: examqueries@kingcharles1.worcs.sch.uk.

In addition to the days when the GCSE and AS/A level results will be issued, the examination's office will be open on Friday 17th August 2018 from 10.00am until 12.00 noon.

If you have any problems please contact me at school.

Yours sincerely,

Mrs Paternoster
Examinations Officer