

Stoke Newington School & Sixth Form

Examinations Office

[Last updated 10/03/16]

Enquiries about results (remarks) policy

- Post-results services : there are 2 types: a) Enquiries about results (EARs) –i.e. a review of marking; b) Access to scripts –i.e. copy or original exam paper/s returned

a)

- EARs are requested by the HOD (or KS co-ordinator or a designated member of the department) or a member of the LT, when there are reasonable grounds for believing there has been an error in marking or remarking is likely to result in a higher grade based on published unit mark boundaries.

The school will request a re-mark of a candidate's unit/s, or a representative sample of candidates' units in specific subjects, at the expense of the school.

The school will obtain candidate consent before requesting a re-mark.

- EARs may be requested by parents/carers at their own expense, when a re-mark is not supported / recommended by the HOD/KS co-ord. of the subject concerned on the grounds that remarking is unlikely to result in a better grade, based on published grade boundaries, or is deemed to be too risky.

The required fees will be published in the Exams section of the school's website at the beginning of August.

Requests must be submitted to the Examinations Officer, preferably via email (1) before the centre deadline. All necessary paperwork (i.e. signed and dated consent form) must be completed and returned, together with the required fee (2). The EAR request will not be processed unless the fee has been paid.

- Please note that the school deadline for EARs will be at least 10 days before the deadline set up by the examination boards (approx. 20/09) to allow time for the request and payment to be processed. No requests will be accepted after the school deadline.
- Parents and candidates are reminded that an EAR can result in their marks and/or grade being lowered. It is recommended, therefore, that candidates seek the advice of their subject teacher/s or head of department before making a request.

(1) Request can also be made in writing via a letter addressed to the Exams Officer. As deadlines must be met it is advisable, however, to use email: Paco.Rodriguez-Manas@sns.hackney.sch.uk

(2) Fees can be paid via a cheque made payable to Stoke Newington School or through a bank transfer (details TBC)

b)

- Scripts may be requested by the school to either inform / support an appeal about a result or for teaching and learning purposes. Candidate consent needs to be secured before a script may be requested.
- Scripts may be requested by parents/carers even when the school has not. This will be at their expense.
- The required fees will be published in the Exams section of the school's website at the end of August. Candidates must submit their requests, preferably via email, to the Examinations Officer before the school deadline.
- All necessary paperwork must be completed and the required fee received before an ATS request is processed.
- The school may request priority copies of relevant A Level scripts before deciding whether to ask for a remark. Please note that this service is only available for GCEs (A Levels), not GCSEs.
- The priority service is reserved for Year 13 students whose place at university or other higher education institutions is conditional upon a change in a particular grade.
- If an A Level candidate is considering the possibility of requesting a priority service remark EAR (3), a priority copy of a script is not advisable, given the limited amount of time available for the former service.

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(centre number 10442)

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