



Kemnal
Technology
College



ENQUIRIES ABOUT RESULTS – APPEAL POLICY

*Centre appeals process relating to
enquiries about results (EARs)*

This Policy was reviewed:

November 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



After the release of examination results, a candidate has the right to apply to the awarding body, through this centre for a review of their result if they consider the grade to be too low. 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 centre 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 (Mid-September for the main results day) and therefore any requests must be carried out quickly within the strict deadlines outlined below.

Kemnal Technology College advises any candidate who has concerns about a grade awarded for a subject to come to talk their concern through with the Deputy Head Teacher in charge of Exams or the Examinations Officer within two calendar weeks of the issue of results. Following this discussion, the centre will immediately apply for a review if this is considered appropriate and we would expect to support you in most cases. If, however our centre does not consider a review appropriate, the candidate will be informed of this decision within three working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- ❖ The candidate should appeal against the decision with two days
- ❖ The centre will then arrange a meeting within three days with the candidate and their parent/guardian, the subject teacher concerned, the Deputy Head Teacher in charge of Exams and the Examinations Officer.
- ❖ The candidate and their parent/guardian will be able to present their reasons for asking for the review at this meeting
- ❖ The Deputy Head Teacher in charge of Exams will make the final decision on whether the appeal should go ahead and will inform the candidate and their parent/guardian verbally, then in writing, of the decision
- ❖ If the final decision is to proceed with the request for a review, the Examinations Officer will carry this out to meet the appropriate deadline

Policy reviewed and updated: November 2023

Policy to be reviewed: Sept 2024