



Redroofs

School for the Performing Arts

POST- RESULTS PROCEDURE

RESULTS

- Candidates will receive individual results slips on results day electronically via school email address
- Results are distributed by the Examinations Officer
- The Examinations Officer will ensure senior members of staff are accessible via email to candidates immediately after the publication of results

ENQUIRIES ABOUT RESULTS (EAR)

- EARs must be requested by candidates if there are reasonable grounds for believing there has been an error in marking
- If a candidate requests an EAR, they will be charged. The cost will be paid by the candidate.
- Review of marks can result in a mark being decreased, so no review of marking can be requested without the permission of the candidate

ACCESS TO SCRIPTS

- After the release of results, candidates may ask the Exams Officer to request the return of papers within a short time of the results, at the expense of the candidate
- Subject staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained
- GCSE review of marks cannot be applied for once a script has been returned

CERTIFICATES

- Most certificates are collected and signed for; those for candidates who reside outside the local area may be posted, Recorded Delivery, on request
- Certificates may be withheld from candidates who owe fees. A transcript of results may be issued if a candidate agrees to pay the costs incurred.
- Redroofs School for the Performing Arts will retain all unclaimed certificates under secure conditions for 12 months. Any unclaimed certificates held after this term will be destroyed in a confidential manner.



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Policy for Enquiries about Results (EAR's) and Appeals to Awarding Bodies against externally set and marked examinations

Redroofs School for the Performing Arts is committed to ensuring that candidates with concerns regarding their examination results have these concerns addressed in a timely manner and in accordance with the following procedures:

A candidate must make the subject leader of the relevant subject examination aware of their wish to Enquire about the result they have been awarded.

The relevant subject leader will then liaise with senior leadership team as to whether the School will make an Enquiry About Results (EAR) on behalf of the candidate.

If the School agree to support an EAR then the Examinations Officer will make an application. This application will be made online through the relevant Awarding Bodies' online system.

Candidates and their parent(s)/guardian(s) will be made aware of the fee(s) payable for this service, as well as the likely timescale for this process to be carried out by the Awarding Body/Bodies. These costs will be met entirely by the candidate and their parent(s)/guardian(s).

Candidates and their parent(s)/guardian(s) will be informed of the decision of the Awarding Body/Bodies when a decision is conveyed back to the College.

In the event the School elects not to support the submission of an EAR to an Awarding Body, the Head of Centre will inform the parents/guardians of the candidate of this decision in writing, outlining the reason(s) why, as well as allowing the parents/guardians the opportunity to respond to this decision.

In the event the School supports an application for an EAR and the Awarding Body upholds its original examination award, then the School may choose to appeal this, in consultation and agreement with the candidate and their parent(s)/guardian(s). The fees to Appeal are set internally by Awarding Bodies. Candidates, parents and guardians are liable for these fees, and this information will be communicated to them.

The procedures for Enquiries About Results and the Awarding Bodies' Appeals process is set out by the Joint Council for Qualifications (JCQ).