

The Harefield Academy
Enquiries About Results – EAR Form - 2017
Candidate Consent Form

If you wish to make an Enquiry About a Result, all costs must be met by the parent prior to the application.

1. All requests for post results services must be made through school. The awarding bodies will not accept private applications.
2. **YOU MUST DISCUSS YOUR CONCERNS** with a senior member of staff, preferably the Head of Department of the subject you have an enquiry about.
3. If after discussion you still wish to query a result, it is possible to have a ‘Service 2 Review of marking’.
4. Please refer to the reverse of this form for details and costings.
5. You will be charged for the review of marking UNLESS the grade for that paper is changed.

You must also be aware that the mark is very likely to remain unchanged. However, there is a possibility of three outcomes.

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

In order to proceed with the enquiry or appeal, please sign and complete the form below. This tells us that you have understood what the outcome might be and that you give your consent to the enquiry or appeal being made.

- I understand that the final subject grade awarded may be a lower or higher grade or remain unchanged.
- I agree to have the costs applied to my child’s ParentPay account and to settle the balance, pay in cash or by cheque BEFORE the deadlines listed on the reverse of this form.

Candidate signature Date

Parent name Telephone

Parent signature (if candidate is under 18 yrs)

| | | |
|---|-------------|----------|
| Candidate Name | | |
| Candidate Number | | |
| Exam Board (i.e. Edexcel, AQA, OCR, CIE, WJEC) | | |
| Level (i.e. A2/AS Level, GCSE) | | |
| Subject | | |
| Unit Code | | |
| Paper Reference | | |
| Signed and authorised by Senior Data and Exams Manager | | |
| Type of Request | Cost | ✓ |
| Service 1 - Clerical recheck | | |
| Service 2P – Priority - Review of marking | | |
| Service 2 – Review of marking | | |
| Priority ATS – Access to Script (copy of the original exam paper/script) | | |
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To be completed by the Exam Office only

| Received | Requested | Outcome | Staff | Candidate | Payment | Sims | SISRA |
|-----------------------------|-----------|---------|--------------|-------------|------------------|-----------------|----------------|
| Exam Board Reference | | | Grade | Mark | New Grade | New Mark | Outcome |
| | | | | | | | |

Forms can be emailed to helen.howley@theharefieldacademy.org or handed into reception
by Friday 15th September 2017

| Exam Board | Service 1 Clerical Check | Service 2P Priority Mark Review | Service 2 Mark Review | Priority ATS Priority Access to Scripts | ATS Access to Scripts |
|--|--------------------------|---------------------------------|-----------------------|---|-----------------------|
| | Deadline 15-Sep-17★ | Deadline 24-Aug-17★ | Deadline 15-Sep-17★ | Deadline 24-Aug-17★ | Deadline 22-Sep-17★ |
| AQA GCE | £17.00 | £51.00 | £43.00 | £14.00 | £14.00 |
| AQA GCSE | £9.00 | N/A | £37.00 | N/A | £14.00 |
| CiE iGCSE | £16.00 | N/A | £37.00 | N/A | £14.00 |
| Edexcel GCE | £12.00 | £50.00 | £42.00 | Free | *Free |
| Edexcel GCSE | £12.00 | **£42.00 | £36.00 | **Free | *Free |
| OCR GCE | £17.00 | £57.00 | £46.00 | £12.00 | £11.00 |
| OCR GCSE | £17.00 | N/A | £46.00 | **£12.00 | £11.00 |
| ★ To allow for checking and processing, the deadline to submit all requests is at least one working day before the appropriate deadlines above | | | | | |
| **Edexcel/ OCR GCSE Priority Review of Marking / ATS deadline 31st August 2017 | | | | | |

Cheques should be made payable to The Harefield Academy and will only be banked when and if the outcome remains unchanged.

Please be aware, that a Clerical Re-Check or Mark review can result in a grade going down as well as up.

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| <p>Service 1 Clerical Re-Check</p> <p>This service included the following checks: That all parts of the script have been marked. The totalling of marks. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable (indicate on form). The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The target for completion is within 10 calendar days of exam board receiving request.</p> |
| <p>Service 2 Review of Marking</p> <p>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. IT IS NOT A RE-MARKING OF THE CANDIDATE'S SCRIPT. The service is available for externally assessed components of both unitised and linear specifications.</p> <p>The deadline for completion is within 20 calendar days of the awarding body receiving the request. This service will include:</p> <ul style="list-style-type: none"> the clerical re-checks detailed in Service 1; a review of marking as described above; if requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed GCE AS and GCE A2 Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise centres of the mechanism by which reports may be requested.) |
| <p>Priority Service 2P Review of Marking</p> <p>This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.</p> <p>Any applications not meeting this criteria will be treated as normal Service 2 requests. The deadline for completion is within 15 calendar days of the awarding body receiving the request.</p> |
| <p>ATS (Access to Script)</p> <p>A photocopy or the original of the student's script.</p> |

