

15th August 2013
A level results day

22nd August 2013
GCSE results day

What can I do if I suspect my results are incorrect?

Speak to the exams officer at your school or college and ask them to consider submitting an enquiry about results (EAR) to the awarding organisation that set your exam. Please note that only the school or college can submit an EAR request. A request for an EAR must be submitted to the awarding organisation before the deadline of **20th September 2013**. **One** of the following three EAR services should be requested.

A **Service 1 EAR** is a clerical check to make sure that each question has been marked and all of the marks totalled correctly.

A **Service 2 EAR** (including priority Service 2) is a review of the original marking by a senior examiner and includes a clerical check.

A **Service 3 EAR** is a review of the original moderation of internal assessment (usually controlled assessment or coursework) to make sure that any adjustments made by the moderator were fair and appropriate.

Is a university place at risk?

If your place at university depends on the outcome of an A level review of marking your school or college should submit a **Priority Service 2** enquiry before the deadline of **23rd August 2013**.

Make sure that you do not forget to sign the consent form that your school or college will need to send to the awarding organisation along with your EAR request.

What can I do if my school or college and I are not satisfied with the outcome of the EAR?

Again speak to the exams officer and the head of centre and ask them to consider submitting an appeal against the EAR outcome. This must be submitted to the awarding organisation within **14 calendar days** of your school or college receiving the outcome of the EAR. The appeals process has two stages.

Stage one of the appeals process is a preliminary stage and a review of the case by a member of the awarding organisation staff who has no previous involvement with the case.

Should a **stage two** appeal be necessary this will be heard by an appeal panel that will include at least one independent member. A stage two appeal must be submitted with **14 calendar days** of notification to the school or college of the outcome of stage one.

If we are still dissatisfied is there anything else we can do?

If you are still dissatisfied after the awarding organisation appeals process has been completed it might be possible for the school or college to present a case to our Examinations Procedures Review Service. We must receive any application to the appeal within **three weeks** of the draft report detailing the outcome of the stage two appeal.