Internal Appeals Procedure for Enquiries About Results

This document sets out the procedure pupils and parents should follow if they wish to appeal against the School’s decision not to support an enquiry about a result.

Following an initial application for a remark, the Head of Centre (The Headmaster), in accordance with the procedures outlined in the School’s ‘Post-Results Guidance for Pupils and Parents’ document may decide there is insufficient merit in pursuing an enquiry. Reasons to refuse an enquiry may include one or more of the following:

- The candidate’s overall grade is closer to the lower grade boundary than the higher, and therefore the risk of the overall grade being lowered may significantly outweigh the chance of the grade increasing.
- Other unsuccessful remarks (from the same examination series) for a particular unit(s) have resulted in marks being deducted, thus indicating a possible trend.
- Other contributing factors which provide plausible reasoning to explain a candidate’s grade.

Should a candidate and their parents/guardians wish to appeal the decision to refuse an enquiry, they should appeal in writing to the Headmaster. Appeals should be made as soon as possible, and certainly no later than Friday, 8th February 2019 (for examinations sat in November 2018) and Friday, 13th September 2019 (for examinations sat in Summer 2019). This is to ensure the respective awarding bodies’ mark review application deadlines of 14th February 2019 and 20th September 2019 can be met, should an appeal be successful.

The letter must clearly state the candidate’s reasons for appeal, and be signed by the candidate. For pupils under the age of 18, however, a parent/guardian should also sign the letter. It is vital that the candidate gives his/her consent at each stage of the process, and parents/guardians are reminded that results belong to candidates and, as such, the candidate has the right to refuse remarking of their script(s).

Upon receipt of an appeal, the Headmaster (or another senior member of staff on his behalf) will give further consideration to the candidate’s application, and take into account all the relevant factors, together with the Head of Department for the subject concerned.

The outcome of the appeal will be communicated to the pupil and parents in writing by 11th February 2019 (November 2018 examinations) and 18th September 2019 (Summer 2019 examinations). This decision is final.