

Enquiries about Results (EAR's)

If after your results you have any concerns about your marks, you can request an enquiry about results (EAR).

The Exams officer can request all services through each exam board, although it is important to note that you can only request a service once for any script and there are deadlines for making these requests. These deadlines are displayed on the examination boards in the porch area or Martyrs Building library. Information about the EAR process and services is also available on [JCQ Post-results services](#).

Clerical check (re-count)

This service is to make sure:

- all pages have been marked
- all the marks have been counted
- the correct mark was uploaded on the results documents.

If you would like a copy of the checked script, please ask for this at the same time.

Priority review of marking (re-mark)

This service is for students whose university or other higher education places depend on the outcome. It is only available for AS and A-level units, FSMQ advanced units and Level 3 Certificate in Enterprise, Employability and Personal Finance units.

As for a normal re-mark, the script is re-marked and checked by a senior examiner, however, you will receive the outcome sooner.

If you have a place pending, please do not ask for a copy of the script first as you will miss the priority re-mark deadline.

If you would like a copy of the re-marked script, please ask for this at the same time.

Review of marking (re-mark)

When the exam board review the marking, the script is re-marked and checked by a senior examiner.

If you would like a copy of the re-marked script, please ask for this at the same time.

I want to request one of these services, What do I do?

Once you have received your result you should firstly speak to your subject teacher or Head of Department for advice.

If you decide to go ahead with the enquiry then you must obtain a form from the Examination Office which gives your permission to the school to apply on your behalf and which you sign to confirm that you understand that the mark could go **up, down** or **stay the same** and that any change to the mark must be accepted.

Fees payable for the enquiry, approximately £32-£42 per paper depending on the tier and exam board are payable in advance by cash or cheques made payable to St Leonard's Catholic School.

Once the paper has been reviewed and the results are confirmed you will be informed of the outcome.

If the overall grade for the subject has improved there will be no charge by the examining boards for a re-mark and the fee will be refunded to you. Please note that the overall grade must go up. If a paper mark goes up but the overall grade remains the same or lowers then the fees are still payable to the exam board.