

Dear Parent / Guardian,

Your son / daughter has recently requested a results enquiry for the qualification and / or components described overleaf.

Candidates should be aware that following a results enquiry there are various possible outcomes which are detailed overleaf. This includes the possibility that the final grade may be lower than that originally received. Although results enquiries are sometimes successful, by far the most common outcome is for overall grades to remain unchanged.

Examination boards charge a fee for results enquiries and we require payment to be made in full before any enquiries are processed. Payment can be made by cheque (payable to Leicester Grammar School) or bank transfer (Sort code 56-00-55, account no. 34324690, please quote the pupil name when paying by bank transfer) or can be added to the next term's fees (please note that this only applies to students who continue to study at LGS). However, if an enquiry results in a **change in the overall grade** then the board's fee for that enquiry is waived and thus you will receive a refund for that amount.

Please check overleaf, making sure that your son / daughter has filled in the necessary details, and sign below to confirm that you are happy for the enquiry to proceed. For non-priority enquiries, the completed form should be handed in to Reception or can be emailed to me at [examsoffice@leicestergrammar.org.uk](mailto:examsoffice@leicestergrammar.org.uk). However, priority remark requests **must** be handed in to either me or to Reception where it is clearly marked for my urgent attention, in person.

**The deadline for our receipt of such enquiries is 5pm on 15<sup>th</sup> September. This is in order to ensure we can meet the deadlines of awarding organisations. We will not be able to process enquiries received after this time.**

Please note that the outcome of any results enquiry is confidential between the candidate and the relevant awarding body and will be communicated to the candidate **through their LGS email account** which **will remain active until October 31<sup>st</sup>**. An email will also be sent to advise when copies of exam scripts become available and these can be collected from the main school reception. In order to release any information to third parties – including parents/guardians, universities or other organisations - we are required to first obtain consent from the candidate directly and we request that this also be done **through the candidate's LGS email account**.

Yours sincerely,

Katie England  
Examinations Officer

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### **Post-Results Enquiry**

I give my consent to the school to make an enquiry about the result of the examination(s) listed overleaf. In giving consent I understand that the final grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded in this subject.

Signed by Candidate.....

Please print name.....

I am aware that the results enquiry described overleaf regarding my son / daughter's recent examination result, and support the application.

☐ I have made a payment in the amount of ..... by bank transfer.

☐ I give permission for the amount of ..... to be added to the next term's fees (only for Y11 who will join our sixth-form)

Signed by Parent / Guardian.....

Please print name.....

# ENQUIRIES ABOUT RESULTS AND APPEALS

## Candidate consent form

### Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must complete and sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made. Please include the quickest means of communication so that we can contact you swiftly.

### Candidate consent form

Centre Number		Centre Name	Leicester Grammar School
Candidate Number		Candidate Name	
Contact Details			

### Details of enquiries (Awarding Body, Qualification level, Subject title, paper/unit)

Awarding body	Qualification	Subject	Paper/unit	Service
<i>e.g. AQA</i>	<i>e.g. GCSE</i>	<i>e.g. English Literature</i>	<i>e.g. 4ET1/01</i>	<i>e.g. EAR2</i>

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded in this subject.

Candidate signature

Date:

***This form should be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.***

# **ENQUIRIES ABOUT RESULTS AND APPEALS**

## **Services available**

### **Clerical check (service EAR1)**

A clerical check of a marked paper will make sure that:

- All of the pages were marked
- All of the marks were counted
- The results matches the marks on the paper.

Your grade can go down as well as up.

You can request these services for individual units or components.

You can only request a clerical check once for each paper.

### **Review of marking (service EAR2) and priority review of marking (service EAR2P)**

If you request a review or priority review of marking:

- It includes a clerical check
- A second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking.

Your grade can go down as well as up.

You can request these services for individual units or components. For some specifications, including those of CAIE, you can only request per qualification.

You can request a copy of the reviewed paper for an additional fee (this request must be made at the made before the review takes place).

A review is the standard speed service for any student. A priority review is a quicker service for students whose place at a university or other higher educational institution depends on the outcome.

### **Priority copy of a marked paper (service ATSP)**

This is a photocopy of the marked exam paper that you can use to decide whether to request a review of marking or a clerical check.

Don't do this if your university place is pending, go straight to a priority review of marking instead.

Priority copies aren't available for some externally assessed units, but you may be able to request the candidate record form or marking grid instead.

Where available, a copy of the mark scheme will also be provided.

### **Indicative Fees – certain services have higher fees with Cambridge International**

<b>Service</b>	<b>GCSE</b>	<b>GCE</b>
Clerical check (EAR1)	£14	£16
Review of marking (EAR2)	£45	£52
Review of marking with copy of the reviewed paper (EAR2+script)	£56	£65
Priority review of marking (EAR2P)	n/a	£62
Priority review of marking with copy of the reviewed paper (EAR2P+script)	n/a	£76
Priority script (ATSP) [Not available for CAIE GCSE subjects]	£12	£13