



June 2011

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Important Information about Appeals

The administration of appeals at Haileybury is handled by the Exams Office team: Mrs Debbie Miranda (01992 706375), and Mrs Laura Brammer (01992 706409). You can also contact the Exams Office via d.miranda@haileybury.com or by fax on 01992 706276.

Mrs Miranda should only be contacted **after** you have discussed your performance with Mr Simon Smith (01992 706210), or with your Housemaster or Housemistress. It is possible to request photocopies of original scripts for **AS candidates** so that you can make an informed decision about the advisability of an appeal. As grades can go down as well as up when papers are re-marked, this is very useful. Photocopies must be requested by **25th August 2011**, and will be dispatched to arrive in centres by **10th September 2011** latest. This can be done in conjunction with your subject teacher. **A2 candidates should apply for a priority re-mark**. If you and your teachers decide to make an application for a re-mark the following options are available:

A full re-mark of any externally marked paper.	<p>This will also include the clerical re-check to ensure that all parts of your paper have been marked, that the totalling of the marks is correct, that the marks have been correctly recorded and if appropriate, special consideration has been applied. This type of re-mark can take quite a long time (about 40 days).</p> <p>This standard re-mark request must be received before 5 pm on 19th September 2011. This gives time for any photocopied scripts that have been requested to be looked at by your teachers and their advice obtained. (This is known as Service 2).</p>
A priority re-mark	<p>This service is only for A2 candidates. The same issues are checked as with a standard re-mark but faster. It also costs more.</p> <p>We would advise this option if a university place is affected by an unexpected result. It usually takes up to twenty days and requests must reach us before 5 pm on 25th August 2011. It is not possible to request a photocopied script before making this request. (This is known as Priority Service 2).</p>

Please note that Enquiries about Results (EARs) may lead to candidates' marks and grades being confirmed, raised or lowered. As a result, candidates must give their consent in writing before an application is submitted. A consent form is attached which should be faxed to Mrs Miranda.

Remark charges are approximately £50.00 per unit, but vary somewhat from Board to Board. Experience suggests that relatively few appeals result in changes of grade.

For an Enquiry about Results

Candidates must provide their informed consent on the attached form.

Please submit all requests through Mrs Miranda in the Exam Office. Pupils and their parents are responsible for the costs of EARs. Any enquiries from Leavers will have to be accompanied by a cheque for the appropriate amount. Payments for EARs concerning pupils remaining at Haileybury will be charged to their account. Parents of Leavers with siblings in the School may opt to put the costs onto their bill.

All requests for photocopies and re-marking must be made by Mrs Miranda. Examination boards do not deal with candidates or parents. There is a fee for all the above services.

Non Priority re-marks - GCE candidates only will be able to request photocopies of their scripts *during the week after results are issued*, prior to deciding whether to ask the centre to lodge an enquiry about results. Deadline for photocopy requests to us: **25th August 2011**. The deadline for requesting a remark is **19th September 2011**.

Extra Notes: Access to scripts - Candidates will be able to request access to their own scripts for general interest or to inform future learning. The deadline for requests is **3rd October 2011** Original scripts will be returned after the session for re-marking has ended, to arrive in centres by **mid November 2011**.

Outcome of Enquiries

- The awarding board will confirm in writing the outcome of the enquiries and the School will email copies to the pupil's home address as they are received as well as informing the pupil's HM of the result
(we send these electronically by email not by post)
- The EAR fee will be refunded or not charged if subject grades are changed
- Certificates will be re-issued upon the return of the original certificate showing a different grade
- UCAS will be advised of any changes to GCE subject grades by the Examination Boards directly

ENQUIRIES ABOUT RESULTS (EARs)

CANDIDATE CONSENT FORM

Centre Name: HAILEYBURY.....

Centre Number: 17235 Candidate Number:

Candidate Name:

Details of enquiry (Exam Board, Subject title, paper/unit number)

.....

Do you require the return of the remarked script? Yes No

I have consulted about this request.

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 may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: Date:

Important information for candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are **three possible outcomes:-**

- Your original mark is confirmed as correct, and 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
- Your original mark is lowered, so your final grade may be lower than the original grade you received.

In order to proceed with the enquiry or appeal, you must sign the form. This tells the Head of your Centre that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

Please fax to Mrs Miranda on 01992 706276 or scan and attach to d.miranda@haileybury.com