



Access to Scripts Policy

Enquiry About Results (EAR)

Students can apply for an Enquiry About Results if they are in any way unhappy with their final grade.

The Exams Office will provide forms for students to complete the units that they would like investigating. On receipt of payment and a signed consent form acknowledging that the grade can go up or down we will make an application on their behalf.

Once the enquiry is completed, we receive a letter with the outcome from the Exam Board, which is then passed on to the student. If the grade improves, the student will receive a refund. If the grade does not change or indeed goes lower the Exam Board will make the charge.

Appeal Against EAR

An appeal can be made to the Exam Board but it is stated quite clearly on the outcome letter that any enquiry would only be against the process and not the outcome. Any appeal will not change the outcome of the EAR.

***Full details of appeals are available in the [Policy for Enquiries about Results \(EAR's\) and Appeals to Awarding Bodies against externally set and marked examinations \(Main School and Sixth Form\)*](#)**

Access to Scripts

The Exams Office will provide forms for students to complete in order to access scripts for the units/components they are enquiring about. On receipt of payment the College will make an application on their behalf. As soon as the script arrives, the College will contact the student to advise them of its arrival, and to arrange collection.

In some cases, staff may request copies of students' scripts. If this were the case, we would obtain permission from each student to confirm his or her agreement. They will be used for teaching and learning development purposes only, and all personal information will be removed.

All scripts kept securely at the Centre will be disposed of in a confidential manner when no longer required.