

Appeals Process, Enquiries about Results (EAR) & Access to Scripts (ATS)

If your exam results are not as expected and you feel dissatisfied with the outcome, then the appeals policy can be found on the [Silverstone UTC website](#) under Students/Exams.

In the first instance students should speak with their relevant Head of Department or Subject Teacher to discuss their grades in relation to the grade boundaries.

Once this has been done, if you still wish to request a post-results service(s), please complete the required information in the boxes below and sign the form to confirm consent/permission. Forms **must** be received in the Admin Office in order to process the request.

Candidate number		Candidate name			
Awarding body & Qualification	Exam code	Exam title		Service No.	Fee
					£
					£

EAR Candidate consent statement and signature

I give my consent for an enquiry about the result of the examination(s) listed above to be made. 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 for this subject.

By signing here I confirm my consent above:

..... Date:

ATS Candidate consent statement and signature

I consent to my scripts being accessed by my centre.

Tick ONE of the permission statements

- If any of my scripts are used in the classroom I do not wish anyone to know it is mine. My name and candidate number must be removed.*
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.*

By signing here I confirm my consent/permission above:

..... Date:

Consent/permission statements taken from JCQ [post-results services](#) publication, Appendix A and B

**The post-results services available for the summer 2016 exam series are numbered 1-6 below.
This number should be used to indicate the service(s) requested.**

No.	JCQ post-results service (PRS)	Service information
1	EAR Service 1: Clerical Re-check	<i>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</i> <ul style="list-style-type: none"> <i>that all parts of the script have been marked;</i> <i>the totalling of marks;</i> <i>the recording of marks.</i>
2	EAR Service 2: Review of Marking	<i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:</i> <ul style="list-style-type: none"> <i>the clerical re-checks detailed in Service 1;</i> <i>a review of marking as described above.</i>
3	EAR Priority Service 2: Review of Marking	<i>This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.</i>
4	EAR Service 3: Moderation Review	<i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied.</i>
5	ATS: Priority Copy of Script	<i>This service is available for GCE AS and A-level scripts to help decide if an EAR Service 1 or 2 should be applied for; this service is not available if an EAR priority Service 2 is applied for.</i>
6	ATS: Original Script	<i>Awarding bodies will provide either the original hard copy script or an electronic image of the script.</i>

For exams office use only

Total payment received	£	Service applied for	/ /2016	Outcome received	/ /2016	Candidate notified	/ /2016	Enquiry complete	/ /2016
------------------------	---	---------------------	---------	------------------	---------	--------------------	---------	------------------	---------

Please include a £2 administration fee per transaction