

Mossley Hollins High School

June 2025

## External Examinations Appeals Process

Appeals against the results awarded for external examinations which are assessed by an Awarding Body are governed by the Joint Council for Qualifications procedures. These apply to both written and practical examination components which are assessed by an external examiner.

Students may request one or more of the following post-results services:

### Enquiries About Results

- Service 1 – a clerical check (carried out by the Board to ensure marks have been added and recorded correctly)
- Service 2 – post-results review of marking (a review carried out by a senior examiner)

### Access to Scripts

- The provision of a photocopy prior to deciding whether to ask for a Service 2 re-mark. Requests must be made within 7 days of the results publication. This is *not* available prior to a Priority review.
- The provision of a photocopy following the completion of a Service 2 or Priority review. This must be requested at the same time as the re-mark.
- The return of an original script. This must not be requested if there is a possibility that a review is required. Original scripts are only returned by the Boards after the review deadline and may take several months to arrive.

1 If a student feels that a particular result is below expectations and their predicted grade, they are advised to discuss the options available with their subject teacher.

2 The student may decide to request a review of marking. The School will not refuse to submit a review application, even if it believes this is not in the student's best interests.

3 If a Head of Faculty has serious concerns over the marking of a particular unit, they may recommend that students whose results are considerably below expectations request a review. Again, the final decision is the student's and no review applications will be made without their written consent. However, teachers may request photocopies of students' scripts without their consent if they have concerns over the marking.

Headteacher: Mrs A Din NPQH  
Chief Executive: Mr P Wilson

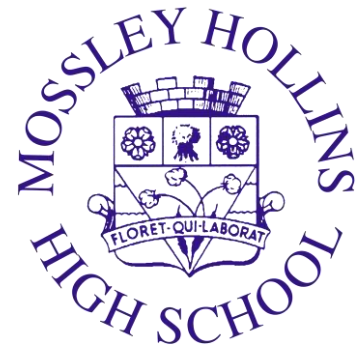
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4 All applications for reviews and scripts must be made by the School. The Exam Boards will not accept requests or letters of concern direct from students or parents.

5 Students contemplating a review or clerical check are should be aware that **this can result in their original mark or grade being lowered**. Students whose total subject mark is not near the top end of a grade band are advised that they risk their overall grade being lowered if they go ahead with a review.

6 All review and script requests must be made in writing direct to the Examinations Officer. Students **must sign** the review request form to give their written consent on the full understanding that their mark/grade could be lowered. No applications for reviews or clerical checks will be processed by the School without the student's written consent.

7 Applications made after the published deadlines will **not** be accepted by the Exam Boards under any circumstances.

8 Once a review request has been submitted by the School it cannot be cancelled.

9 The fees charged for post-results services vary according to the service requested and between Boards (fee list attached). These fees are payable by the student; no applications will be submitted without payment. If a review results in a change to the original subject or unit **grade**, the Board will not charge the School and we will refund the review fee.

10 A review may take several weeks to complete. Students will be advised in writing of the outcome. Any changes made to a student's original mark and/or grade following the review will stand; the Board will not reinstate the original grade.

11 If a student is still dissatisfied after receiving the outcome of a review, the JCQ has an appeals facility but such an appeal must relate to the Board's procedures and must be made by the Headteacher. An appeal will *not* involve further re-marking of the student's script. Therefore, unless there are exceptional circumstances which the College believes give grounds for an appeal, the Headteacher will not support any such request from students or their parents.

The school's exams office can be contacted via e-mail at:

exams@mossleyhollins.com

Deadline for appeals to the school is Wednesday 11<sup>th</sup> September.

**Please note that the exams office cannot offer advice whether to proceed with an appeal or not. Students are advised to contact their subject teacher in the first instance.**

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### **Appeals procedure against centre decisions not to support an enquiry about results.**

Candidates, parents/carers are not permitted to make direct representations to an awarding body in relation to any aspect of enquiries about results (EARs)

The service, enquiries about results (EARs), may be requested by centre staff or candidates (or their parents/carers); if there are reasonable grounds for believing there has been an error in marking. If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense. If the school feel that there are reasonable grounds for an EAR the school will obtain permission from the candidate to go ahead on their behalf and also bear the cost of it. The head of centre has the final decision about proceeding with an EAR or not. When the school does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

### **Appeals procedure following the outcome of an enquiry about results**

Where the head of centre remains dissatisfied after receiving the outcome of an EARs, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services <http://www.jcq.org.uk/exams-office/post-results-services> and A guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>

***Candidates, parents/carers are not permitted to make direct representations to an awarding body in relation to any aspect of enquiries about results (EARs), including the appeals process***

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. The head of centre may decide to go ahead if the candidate or parent/carer is prepared to bear the cost of the appeal in advance of it being made.

If the head of centre is not prepared to make an appeal the **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

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