

EXAMINATIONS & ASSESSMENTS POLICY – Post Results Services and Appeals Addendum to Policy

Post Results Services

All requests must be made by Exams. Awarding bodies will not accept direct applications. The Exams Offices will notify students that these services are available before exams take place, and provide details of fees and deadlines, as well as information regarding appeals, within the required periods after results' release. Exams inform candidates of post-result service outcomes as soon as possible.

EARs (Enquiries about Results)

- EARs (Reviews of Marking or Clerical Checks) may be requested by staff or students via Exams Offices. In both cases, written consent must be obtained from the student prior to any EAR application. If the EAR is initiated by the student, fees are paid by the student, who must also be told marks can go up or down. Fees are refunded if there is an overall grade change.
- If an STCG College does not uphold an EAR, a student may appeal against the decision. In this case students will be charged the appropriate fee set by the awarding body.

ATS (Access to Scripts)

- After results' release, students may request a copy or original exam script via the Exams Office. A copy of the script can be obtained to decide whether a review of marking or clerical check is worthwhile. Fees are paid by the student and an admin charge may also be charged at the discretion of the Heads of Exams.
- Centre staff may also request scripts for investigation or for the purpose of supporting teaching. Written consent from the students must be obtained.

Appeals relating to EARs

- Students are guided by Exams on the advisability of requesting a review of results and it is made clear marks can go up, down or stay the same. If they decide to proceed with the application, the fee is paid by students themselves. STCG would support all such applications.
- STCG may pay to have reviews of marking carried out. In such cases, the teaching teams use strict criteria to decide on papers that qualify. **Marks must be within a maximum 2 marks of the boundary for a grade 4.** Students can request to be included in this group, but requests will only be granted to those who fit the criteria and there would be no grounds for an appeal against the decision.
- Appeals to awarding bodies relating to results can only be made after a review of marking has taken place.

Reviews of Moderation

- Can be requested by teaching staff if they wish to appeal against moderators' decisions.

Policy Title: Exams & Assessments Policy (Post Results Services Addendum to Policy)	Staff Members Responsible: Heads of Exams/Director Quality & Development
Approval Date: October 2025	