



BISHOP CHALLONER CATHOLIC COLLEGE

Bishop Challoner Catholic College

Enquiries about Results Procedures (EaR)

Bishop Challoner Catholic College is committed to ensuring that all students have equal access to the full range of Enquires about Results offered by Exam Boards.

The following procedures apply:

1. Where a student wishes to make an enquiry about public exam results they should discuss it with the appropriate Head of Department or Head of Sixth Form in the first instance. If the Head of Department or Head of Sixth Form agrees that the school will fund the enquiry.
2. If the Head of Department or Head of Sixth Form disagrees but accepts that the student can go ahead with the enquiry then the student must pay the appropriate fee for the enquiry. The fee must be paid before the school will action the enquiry.
3. All requests for Enquires about results must be received by the Exams Officer in school no later than 21 days after the publication of provisional results to allow time for processing the request.
4. No request will be actioned until appropriate payment had been agreed and received.
5. The school will inform the student as soon as possible about the outcome of any enquiry about results.
6. In the event that the school and the pupil disagree about actioning an enquiry then an appeal must be made in writing to the Chair of Governors. The Chair of Governors will act as arbiter in such a case. (Please note that this process will only take place in exceptional circumstances when all other mechanisms within the Centre have failed to resolve the matter).