

For office use only:	
Please tick when processed	<input type="checkbox"/>
Old grade <input type="checkbox"/>	New grade <input type="checkbox"/>

Enquiries About Results (EAR) and Access To Scripts (ATS) Candidate Consent Form

Dear candidate

After the release of external examination results, you may wish to request a review of your results that can be applied for by the school and is called an Enquiry About Results (EAR). If the school makes an enquiry about a result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade.

If a higher or lower grade is awarded, this will replace the grade you had originally achieved. An appeal can be made if your grade goes down, **but only by the Headteacher.**

We advise any student who has a concern about a grade awarded for a subject to talk their concern through with the Head of Department, if available. The Head of Department will make a decision whether an EAR request should take place. However, if you still wish to go ahead, payment of the EAR will need to be made in advance and these **costs and deadline dates** are shown on the back of this document.

If the school does not consider the request review appropriate e.g. too many marks away from the next grade, you will be informed of this decision. If you still wish to proceed with a request for a review of marking you will find an electronic copy of this form on the Scheel website under Exams. A copy of the signed completed form and the online receipt must be emailed to the examinations Officer Ms Short. There will be no application without both of these documents.

Candidate Number	Candidate Name
Unit(s) for review including current grade	Type of request e.g. review of marking EAR2, ATS
Payment type e.g. ScoPay or cheque (please make cheques payable to Highgate Wood School)	Email address Phone number

I give my consent to the Headteacher to make an EAR of the examination(s) listed above. 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.

You have agreed to authorise the school to act on your behalf in requesting scripts and other information from the exam boards to support staff training and enable effective monitoring of examination outcomes. You may withdraw this consent at any time by contacting the examination officer at exams@hws.haringey.sch.uk

Candidate signature:..... Date: