

Washington Academy is committed to ensuring that all candidates have equal access to the range of post results services offered by the awarding bodies.

REVIEWS of RESULTS

- All requests for reviews of results can only be made through the Examinations Office and must be received by the Examinations Officer in the academy no later than 21 days after the publication of GCSE results to allow time for processing the request.
- No request will be actioned without a fully completed Candidate Consent Form signed by the candidate (or with the candidate's email consent attached). Consent forms/emails must be retained by the centre for at least 6 months following the outcome of an enquiry or any subsequent appeal.
- No request will be actioned until appropriate payment has been agreed and received.
- Candidates are advised to discuss their result with the appropriate Head of Department or Head Teacher before making a decision on whether to proceed with an enquiry.
- Review of Results can be instigated by:
 1. The candidate who must sign the consent form and pay the appropriate fee, if required, by the given deadline before the academy will action the request.
 2. Head of Department/ Head Teacher may recommend to the candidate that they request a review of marking. In this case the academy will fund the enquiry but the candidate's written consent is still required.
- If the outcome of a Review of results is a change of grade, which negates the fee, the Examinations Officer will arrange for the appropriate fee to be refunded.
- The academy will inform the candidate as soon as possible about the outcome of an enquiry about results.
- Candidates must be aware that the outcome of an enquiry is final and where there has been a downgrade the request will not be revoked and the original higher grade will not be reinstated.
- In exceptional circumstances, in the event that the academy and the candidate or their parent/carer disagree about actioning a post results service and all reasonable measures have failed to resolve the dispute, then an appeal must be made in writing to the Head Teacher.

Please see Internal Appeals Procedures Policy for further information.