

Ballyclare Secondary School



Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

“Every child deserves a rewarding educational experience.”

<i>Date of last review</i>	<i>March 2023</i>
<i>To be reviewed by</i>	<i>March 2025</i>

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Results

Candidates will receive individual results slips on results days in person at the centre.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

Candidates who cannot be present may authorise/nominate (in writing only) someone to collect their results. School should be informed in advance and the nominee should bring identification with them when collecting results.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

Those who wish to avail of this service must collect an EARs form from the examination officer (S. Trimble).

- The EARs form should be filled out by the Head of Department, as necessary details include subject code.
- The form then must be returned to the examinations officer, signed by both the candidate and the parent/guardian of the candidate.
- Candidates must be made aware that with re-mark scripts there is the possibility that their marks may be lowered, unchanged or increased.
- The fee for this remark will be paid by the candidate. This fee will be reimbursed if the appeal is upheld.
- As soon as the AO has contacted the examinations officer with the remark, or as soon as the script is returned, the examinations officer will return this to the candidate. For those candidates who are no longer pupils of Ballyclare Secondary School, the examination officer will phone home and alert the parent/guardian that they can collect the required remark/script.
- All requests must be made before the relevant deadlines. Late requests will not be accepted by the AO.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. The fee will be paid by the candidate.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. The fee for this service will be paid by the relevant Department.

If a re-mark is to be requested after a return of script, the deadlines must be closely monitored. The examination officer will alert staff to the deadlines from the relevant awarding bodies.