



THE LONDON ORATORY SCHOOL

PUBLIC EXAMINATIONS Academic Year 2024-2025

Internal Appeals Procedure for Enquires About Results

This document sets out the procedure pupils and parents should follow if they wish to appeal against the School's decision not to support an enquiry about a result.

Following an initial application for a remark, the Head of Centre (The Headmaster), in accordance with the procedures outlined in the School's *'Post-Results Guidance for Pupils and Parents'* document may decide there is insufficient merit in pursuing an enquiry. Reasons to refuse an enquiry may include one or more of the following:

- The candidate's overall grade is closer to the lower grade boundary than the higher, and therefore the risk of the overall grade being lowered may significantly outweigh the chance of the grade increasing.
- Other unsuccessful remarks (from the same examination series) for a particular unit(s) have resulted in marks being deducted, thus indicating a possible trend.
- Other contributing factors which provide plausible reasoning to explain a candidate's grade.

Should a candidate and their parents/guardians wish to appeal the decision to refuse an enquiry, they should appeal **in writing to the Headmaster**. Appeals should be made as soon as possible, and certainly no later than the deadlines given below. This is to ensure the respective awarding bodies' mark review application deadlines can be met, should an appeal be successful.

The letter must clearly state the candidate's reasons for appeal, and be signed by the candidate. For pupils under the age of 18, however, a parent/guardian should also sign the letter. It is vital that the candidate gives his/her consent at each stage of the process, and parents/guardians are reminded that results belong to candidates and, as such, the candidate has the right to refuse remarking of their script(s).

Upon receipt of an appeal, the Headmaster (or another senior member of staff on his behalf) will give further consideration to the candidate's application, and take into account all the relevant factors, together with the Head of Department for the subject concerned.

The outcome of the appeal will be communicated to the pupil and parents in writing. This decision is final.

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| November 2024 (GCSE Mathematics) | 6 th February 2025 |
| Summer 2025 | 22 nd September 2025 |