



# Barnhill

COMMUNITY HIGH SCHOOL

**Procedure for dealing with candidates' requests for post-  
results services and appeals to awarding bodies**  
**2021-2022**

- ▶ Exams Officer (EO) to provide the following information regarding the available post-results services to candidates via the Candidate Exam Handbook, the school website, and an information sheet included with candidates' statements of results:
  - an outline of the various services available
  - the cost for each service, with each awarding body
  - the internal deadline for requesting each service
- ▶ EO to ensure that candidates complete the consent form before submitting any applications
- ▶ EO to ensure that in the case of reviews of marking, candidates understand that marks and grades may go down, up, or stay the same
- ▶ Candidates to submit completed request/consent forms to the EO by the internal deadline given