

**Procedures for how the centre deals with Candidates' Access to Scripts.
Enquiries about Results and appeals to the Awarding Bodies**

Exams Officer: Emma Green
Head of Centre: Dr Lisa Mason
Next review date: Autumn 2023

- Collect any requests for EARs or ATS by the internal deadline – these have to be authorised by the KS4/KS5 Vice Principal's before being passed to the Exams Officer for processing.
- Ensure appropriate candidate written consent/permission is obtained.
- Charge fee(s) where appropriate if centre does not agree to the request.
- Submit requests to the awarding body online by the required deadline.
- Ensure acknowledgement is given for the submission of requests on or before the deadline – if not contact the awarding body.
- For an Enquiry about Result inform the candidate of the outcome and the timeline for appeal.
- For Access to script service, provide the candidate/teacher with the script.
- Where an Enquiry about Result outcome changes a result, update the centre's results records (on SIMS and inform Data Manager).
- File the consent forms for the required period.