



What to do if you are not happy with your results

1. Talk to your teacher

If together you decide that there may be a problem with the marking there are a number of things that can be done BUT there may be a cost involved, so your parents need to sanction this.

2. Decide, with your teacher and your parents, what you want to happen

If a review results in your marks being changed (up or down) **NO FEE IS PAID.**

It is important to note that marks can go down as well as up – you could end up with a lower mark. **You will need to complete a consent form to confirm you understand this.**

3. Contact Mrs O'Brien in the Exams Office

Use the 'Request for Post Results Service' form to indicate what post exams services you want to access. The form is printed on YELLOW coloured paper and there is a copy in this pack. This form is also available on the college website.

Ensure that the form is signed by you and your parent

Your parents need to indicate on the form that payment has been made and the date this was done. A check will be made with the Bursar to ensure this has been received and then the ROR will be processed. No request for an enquiry will be made unless all of these requirements are satisfied and, the requests must be made no later than the deadlines shown – late requests cannot be processed.

Fees should be paid by bank transfer as follows

- Bank Account Number: 35236060
- Sort Code: 30-84-67
- Payee: Ivy Education Trust
- Reference: InitialSurnameROR i.e. ASmithROR

Once the outcome is known, should there be no cost incurred, the fees will either be placed as a credit on your school fees account or, returned to your parents if you are leaving.

Because of the checks required regarding the payment, it is important that you request your ROR sooner rather than later to avoid missing the deadline.

Deliver the form to Mrs O'Brien within the deadlines stated – these dates are shown on the YELLOW form. Mrs O'Brien will undertake the necessary arrangements.