



# De La Salle School

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Headteacher: Mr. A. Rannard BA (Hons) NPQH

Dear Year 11 Parent or Carer,

## Enquiries About Results

As part of our GCSE regulations, we have to inform you of the process we run to enquire about results before Year 11 go off roll at the end of June. Most people know this as obtaining re-marks for GCSE papers where you think there may have been an error.

Firstly, please be aware that each re-mark costs between £30 and £40 per individual paper. Some subjects have three papers such as maths. The exact cost varies from exam board to exam board.

It is a complicated process as we will not know the grade boundaries until September in some cases.

### Step 1

Please e-mail your request detailing the subject(s) to [cowleyj@delasalleschool.org.uk](mailto:cowleyj@delasalleschool.org.uk) **This must be done by 1st September.**

### Step 2

School will contact you with advice from the relevant head of department. This is to let you know whether the re-mark may risk dropping a whole grade if the marks go down and how far you are off going up a grade. We will also let you know the cost of the re-mark.

### Step 3

Download, print and complete the E.A.R. consent form from the examinations section of the school website and bring it into school with a cheque for the amount quoted to you. The cheque should be made out to 'De La Salle School'. **This must be done by Friday 13th September.**

We then submit the re-mark and inform you of the result as we receive it from the exam board. This can take up to three weeks.

Things to remember:

- If the mark goes up, there is no charge and we destroy the cheque, otherwise we use it to pay for the re-mark
- Parents cannot request re-marks directly from the exam board – it must be done through school
- We noticed last year that there were only a sparse handful of grades that went up; favourable outcomes are becoming less and less likely
- We are unable to make any queries on results day (Thursday 22nd August from 9:00am)

Yours faithfully

**Mr. P. Ross**

Deputy Headteacher