



Remarks and Resits Policy

‘Together we are stronger’

Remarks and Resits Policy

Remarks

- The request for a remark can be made by either staff or students and has to be submitted within 4 weeks of the results being published.
- Departments should use their professional judgement in deciding whether to request a remark.
- Students are advised to consult with Departments before they make a request for a remark.
- Whoever makes the request for a remark must be made aware that a mark/grade may stay the same, go up or go down and that the new mark will be the one that is counted.
- ***Whoever makes the request for a remark the student must always sign a consent form giving their permission for it to be done.***
- Payment for remarks will be the responsibility of whoever makes the request.
- Priority remarks (GCE only), which guarantee a reply within 2 weeks, (and can affect university places) must be applied for within 7 days of results being *published*.
- *Remoderations* (which involve a whole sample of coursework/controlled assessment being reviewed) can only be requested by a Department/member of SST.
- Awarding Bodies refund fees if a remark results in a *grade* change.

Resits

- All resits will be at the expense of the student. Requests must be made by the student via the official form (available from the Exam Office). Entries will not be made until payment is received.
- Where a student wants a resit because they *missed* an exam, the academy will pay for the resit as long as there had been an *acceptable* reason for the absence i.e. parental letter, doctors note, telephone call on day of the exam. If none of these had been forthcoming a student will be asked to pay for the cost of the resit.

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