

**RECAO**

# Policy Document

## Enquiries about Results Policy

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### In the case of written examinations

Learners who are unhappy with their result have the right to appeal to the REC to either have their examination script clerically checked, remarked or to receive a full report on their performance.

The Learner must submit the EAR Form to [awarding@rec.uk.com](mailto:awarding@rec.uk.com) (Dorset House, First Floor, 27-45 Stamford Street, London, SE1 9NT) no later than 14 days after the issue of results stating which service they wish to utilise. Payment to the RECAO must accompany the request.

The RECAO will respond to the Learner **within 21 days of receiving the form**.

*The result may go up, go down or remain the same. **The result of a re-mark is final.***

### Enquiries about Results – Fees

**Clerical Re-check** – whilst all examination papers undergo a rigorous clerical check before the Awarding stage, any Learner who wishes to can request a clerical recheck of their examination script. This service involves a thorough recheck of the script to ensure that the examiner has marked all sections of the script, added the awarded marks up correctly, transferred these correctly to the front cover and lastly that the total marks for each questions have been added up correctly to form the total.

Fee for a clerical re-check: £10.00 plus VAT

**Re-mark** - an examiner, not involved in the initial marking of the script will remark the entire script against the marking scheme. The Learner will receive a brief outline stating any discrepancies between the original mark and the new mark. The RECAO will act on this information and award the Learner of the revised result.

Fee for re-mark: £25.00 plus VAT

**Re-mark and report** – the above service together with a report on the Learner's response to questions.

Fee for re-mark and report: £75.00 plus VAT

### Formal Appeal

If a Learner is dissatisfied with the outcome of one of the above services they, may lodge a formal appeal no later than 7 days after receiving the REC's response. Please see Formal Appeal Policy.

**EAR Form**

**RECAO- Examination Appeal of Result Submission Form**

Please complete this form by:

- Ticking the appropriate course or unit(s) for which you would like to appeal your grade(s)
- Indicating which level of service you require
- Attaching the relevant payment and returning to the REC Awarding Organisation.

I, (Full name) \_\_\_\_\_ Candidate Number or  
ULN (if known) \_\_\_\_\_, hereby wish to make a formal appeal of my grade for  
the following REC qualification / unit(s):

**Level 2 Certificate in Recruitment Resourcing (overall examination)**

**Level 3 Certificate in Recruitment Practice (overall examination)**

**Level 3 Certificate in In-House Recruitment Practice (overall examination)**

**Level 4 Diploma in Recruitment Management (units):**

L4 DipRM Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

L4 DipRM Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

L4 DipRM Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

**Level 5 Diploma in Recruitment Leadership (units):**

L5 DipRL Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

L5 DipRL Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

L5 DipRL Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

I understand what each service requested consists of and accept that uptake of these services can result in grades being lowered as well as increased. I further understand that payment made will be returned if I am successful in my appeal.

The essential information you need to work with REC

I am opting for the following service and have provided the correct level of payment with this form:

- Clerical Re-check** – £10.00 + VAT each  
A re-check of the script to ensure all sections of the script are added correctly.
  
- Re-mark** – £25.00 + VAT each  
The Chief Examiner will remark the entire script.
  
- Re-mark and report\*** – £75.00 + VAT each (\*Not available for Level 2 qualification)  
The re-mark service together with a report on the response to questions.

Appeals take approximately three weeks to process.

**Personal Information (To be completed in BLOCK CAPITALS please):**

FULL Name: \_\_\_\_\_

Candidate Number (if known): \_\_\_\_\_

Company's name: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Address for written correspondence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**Payment Details**

Total Fees     £ \_\_\_\_\_ + VAT = £ \_\_\_\_\_

I enclose a cheque to the sum of £ \_\_\_\_\_

*(Cheques should be made payable to the REC)*

I wish to pay the fee of £ \_\_\_\_\_ by Credit/Debit Card

Cardholder's name \_\_\_\_\_

Card number \_\_\_\_\_

Last 3 digits on reverse of card \_\_\_\_\_

Expiry date \_\_\_\_\_ Issue number \_\_\_\_\_

Signature: \_\_\_\_\_

**Send this form to:**

<p>REC Awarding Organisation Recruitment &amp; Employment Confederation 1<sup>st</sup> Floor, Dorset House 27-45 Stamford Street LONDON SE1 9NT <a href="mailto:awarding@rec.uk.com">awarding@rec.uk.com</a></p>
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