

REC PROFESSIONALS ACCREDITED CENTRE

[Policy Document:](#)

[Enquiry about Results Procedure](#)

Dated: June 2020

The REC Professionals Accredited Centre (known as REC Professionals Centre) role is to successfully deliver qualifications certificated by REC's Awarding Organisation (RECAO).

As part of our commitment to quality standards and therefore protecting our learners, RECAO ensures that any regulatory requirements imposed upon us are met. REC Professionals' policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. These are reviewed annually to ensure they remain fit for purpose.

Enquiries about Results Procedure

Regulatory requirements – General Conditions of Recognition: Condition I

In the case of written examinations

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

The learner must submit the Enquiries About Results Form to 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 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 the revised result.

Fee for re-mark: £25.00 plus VAT

Re-mark and report

In addition to the re-mark service, a report on the learner's response to questions will be produced.

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.

Monitoring and Review

Use of this procedure will be monitored and reviewed annually to ensure the procedure and its approach remains fit for purpose.

EAR Form

RECAO – Examination Appeal of Result Submission Form

Please complete this form by:

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

I, (Full name) _____ (Member Number _____) hereby wish to make a formal appeal of my grade for the following REC qualification course / unit(s):

Level 2 Certificate in Recruitment Resourcing (overall examination)

Level 3 Certificate in Recruitment Practice (overall examination)

Level 4 Diploma in Recruitment Management (units):

L4 DipRM Unit Nr _____ Unit title: _____

L4 DipRM Unit Nr _____ 65_ Unit title: _____

L4 DipRM Unit Nr _____ Unit title: _____

Level 5 Diploma in Recruitment Leadership (units):

L5 DipRL Unit Nr _____ Unit title: _____

L5 DipRL Unit Nr _____ Unit title: _____

L5 DipRL Unit Nr _____ 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.

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 (*Level 3, Level 4 and Level 5 qualifications only)
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 _____

Member Number _____

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:REC Awarding Organisation
Recruitment & Employment Confederation
1st Floor, Dorset House
27-45 Stamford Street
LONDON SE1 9NT
awarding@rec.uk.com