

# Tonbridge Grammar School

Deakin Leas, Tonbridge, Kent TN9 2JR  
Tel: 01732 365125 office@tgs.kent.sch.uk

Dear Student

If you wish to query your IB results you may apply for an 'Enquiry Upon Results' (EUR). These are available for all subjects for externally marked components, including Extended Essays, but are not available for multiple choice papers or an IA. An EUR may result in an increase in grade, a decrease in grade, or no change to grade.

If you wish to request an EUR for any subject, you must inform Mrs O'Donnell by completing the online request form under Examination Support on the School Portal before Friday 11 July 2025, including the fee for each Enquiry (£72.95 for each subject). Please note full payment must be received on ParentPay before any EUR request will be processed. EUR outcomes will be made available to you by e-mail so it is imperative that you provide a valid (non-school) e-mail address at the time of making the request. The IBO estimates a turnaround of 18 working days for remarks.

If the remark results in an increase in grade there will be no charge and you will be issued a refund (in September when school re-opens) through ParentPay, if the grade decreases or remains the same no refund will be issued.

If you wish to order a copy of your marked papers, you must inform the School by completing the online request form under Examination Support on the School Portal in writing before Friday 11 July 2025, including the fee for each request (£10.95 per subject/level). We will forward the copy to you by e-mail so again it is imperative you provide a valid non-school e-mail address. The IBO estimates a turnaround of 10 working days for PDF scripts.

Re-sits are available for the IB Diploma: you may re-sit any of your subjects in May 2026 (all externally marked papers, plus the option to carry forward/resubmit IA), but approval may be required from the Diploma Coordinator/IBO for syllabus changes. Your remaining subject marks will be carried forward from May 2025. If you are successful in your re-sit for that subject your total Diploma grade will be amended. If you wish to re-sit any subject, you must inform the School by completing the online registration form under Examination Support on the School Portal including the re-sit fees: £70 per subject. There will be administration and invigilation charges incurred. Please contact Mrs. O'Donnell for specific details pertaining to this.

Please do not hesitate to contact me if you have any queries relating to external exams.

Yours sincerely

Mrs. R O'Donnell

IB Diploma Examinations Officer



[www.tgs.kent.sch.uk](http://www.tgs.kent.sch.uk)

Head Teacher: Rebecca Crean BA, MA

Tonbridge Grammar School a grammar school with Academy status  
A company limited by guarantee, registered in England and Wales number 7465728  
Registered office: Deakin Leas, Tonbridge, Kent TN9 2JR

