



Access to Scripts, Reviews of Results and Appeals Procedures

Jo Richardson Community School

Access to Scripts, Reviews of Results and Appeals Procedures

Centre Name	Jo Richardson Community School
Centre Number	12112
Date policy first created	12/09/2023
Current policy approved by	Garry Smith
Current policy reviewed by	Sally Bridge
Date of next review	12/09/2023

Key staff involved in the policy

Role	Name
Head of Centre	Lisa Keane
Senior leader(s)	Garry Smith - Deputy Headteacher, Amy Howe – Deputy Headteacher, Karen Evans – Assistant Headteacher, Rebecca Morris – Assistant Headteacher, Charlotte Boulton – Assistant Headteacher, Rebecca Simpson – Assistant Headteacher, Patrick Cully – Assistant Headteacher
Exams officer	Sally Bridge
Other staff (if applicable)	Natalie Watts - Exams Assistant, Daniel Trayler - IT Manager

These procedures are reviewed and updated annually to ensure that Jo Richardson Community School deals with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies in accordance with current requirements and regulations.

Reference in these procedures to GR and PRS refer to the JCQ publications **General Regulations for Approved Centres** and **Post-Results Services**.

Introduction

Following the issue of results, awarding bodies make post-results services available.

The JCQ post-results services currently available are detailed below.

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Reviews of Results (RoRs):

- Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) - This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) - This service is not available to an individual candidate

Appeals:

- The appeals process is available after receiving the outcome of a review of results

Purpose of the procedures

The purpose of these procedures is to confirm how Jo Richardson Community School deals with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies in compliance with JCQ regulations (GR 5.13).

Details of these procedures are made widely available and accessible to all candidates by the issue of an exams handbook and specific information about results & post-results services. These will be given to students in the Spring term of the exam year. This information is also published on the school's website.

The arrangements for post-results services

- Candidates must be made aware of the arrangements for post-results services prior to the issue of results (GR 5.13)
- A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample (PRS 4.3)
- The appeals process is available after receiving the outcome of a review of results (PRS 5.1)

At Jo Richardson Community School:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results
- Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking (GR 5.13, PRS 4.1)

Candidates are made aware/informed by the issue of an exams handbook and specific information about results & post-results services is given to students in the Spring term of the exam year. This information is also published on the school's website.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Sally Bridge - Exams Officer on results days along with the student's provisional statement of results.

Dealing with requests

- All post-results service requests from internal candidates must be made through the centre (GR 5.13)

At Jo Richardson Community School the process to request a service is by completing a JCQ post-results services request/consent form. Payment if applicable will be discussed at this stage.

Candidate consent

- Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results (GR 5.13)

Jo Richardson Community School will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a clerical re-check, a review of marking or an access to scripts service is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent after the publication of results
- Retain consent forms or e-mails from candidates for at least six months following the outcome of a clerical re-check or review of marking or any subsequent appeal (PRS 4.2)
- Retain consent/permission forms or e-mails from candidates to request and use their scripts for at least six months (PRS 6.2)

Additional centre-specific actions:

Non Applicable

Submitting requests

Jo Richardson Community School will:

- Submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ publication **Post-results services** (GR 5.13)
- Submit requests for appeals in accordance with the JCQ publication **A guide to the awarding bodies' appeals processes** (GR 5.13)
- Confirm the awarding body's acknowledgement of receipt of a review of results request prior to the deadline for submission of post-results services and regularly check the progress of the request online (PRS 4.5)

Additional centre-specific actions:

Non applicable

Dealing with outcomes

Jo Richardson Community School will:

- Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates as soon as possible (GR 5.13)

Candidates will be notified by Candidates will be notified by the Head of Department or Exams Officer. They will be emailed a copy of the outcome notification from the awarding body.

Additional centre-specific actions:

Non applicable

Managing disputes

At Jo Richardson Community School any dispute/disagreement will be managed in accordance with the internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, review of marking, review o moderation, or an appeal (GR 5.13)..

Additional centre-specific actions:

Non applicable

Changes 2023/2024

No changes appicable.

Centre-specific changes