



**Access to Scripts, Reviews of
Results and Appeals
Procedures.**

William Howard

Access to Scripts, Reviews of Results and Appeals Procedures.

Centre name	William Howard
Centre number	42109
Date procedures first created	07/12/2023
Current procedures approved by	Lorraine Muldoon
Current procedures reviewed by	Lorraine Muldoon
Date of next review	30/09/2024

Key staff involved in the procedures

Role	Name
Head of centre	Kath Pigdon
Senior leader(s)	Richard O'Connor – Deputy Head of Centre Katy Birks – Assistant Headteacher Ellen Mothersdale – Assistant Headteacher & SENCo Laura O'Connor – Assistant Headteacher Tom Priddle - Assistant Headteacher Natalie Nicholls – Associate Assistant Headteacher Sarah Carruthers - Associate Assistant Headteacher Tracey Hill - Associate Assistant Headteacher Yvonne Dixon – Raising Standards Lead
Exams officer	Lorraine Muldoon
Other staff (if applicable)	Teachers, Year Group Team, Office Administration Staff

These procedures are reviewed and updated annually to ensure that William Howard 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 William Howard 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 a Candidate Exam Handbook in the Autumn & Spring terms, which complies with JCQ requirements, as well and signposting students to our school website or Exams Office, should additional information be sought.

* Availability on our School 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 William Howard:

- 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 a Candidate Exam Handbook in the Autumn & Spring terms, which complies with JCQ requirements, as well and signposting students to our school website or

Exams Office, should additional information be sought.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Lorraine Muldoon - Exams Officer is enclosed in the envelope with the issue of the Candidate'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 William Howard the process to request a service is To complete a Post-Results consent form and pass to Exams Dept. with applicable payment if necessary.

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)

William Howard 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

William Howard 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

William Howard 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 Telephone call, email or letter home to student, from the relevant Department, along with information on how to appeal the decision if necessary.

Additional centre-specific actions:

- * Copies of the Exam Board outcome letter, will not be supplied to students.
- * Exam Board outcome letters will be kept electronically by Exams Dept.

Managing disputes

At William Howard any dispute/disagreement will be managed In accordance with the internal appeals procedure, when a candidate disagrees with the decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal..

Additional centre-specific actions:

Non applicable

Changes 2023/2024

No changes applicable.

Centre-specific changes

Upon review in November 2023, no other centre-specific updates or changes were applicable to this document.