



# **Access to Scripts, Reviews of Results and Appeals Procedure**

The Warriner School

## Access to Scripts, Reviews of Results and Appeals Procedure

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|--------------------------------|---------------------|
| Centre name                    | The Warriner School |
| Centre number                  | 62217               |
| Date procedures first created  | 05/06/2024          |
| Current procedures approved by | Mrs S Nicholls      |
| Current procedures reviewed by | Mrs J Shepherd      |
| Date of review                 | 08/07/2026          |
| Date of next review            | 05/07/2027          |

### Key staff involved in the procedures

| Role                        | Name                                                              |
|-----------------------------|-------------------------------------------------------------------|
| Head of centre              | Mrs S Nicholls                                                    |
| Senior leader(s)            | Mr Matthew Fisher (Deputy Head of School)                         |
| Exams officer               | Mrs J Shepherd                                                    |
| Other staff (if applicable) | Mr M Smith (Head of 6th Form)<br>Miss C Connell (Head of Year 11) |

These procedures are reviewed and updated annually to ensure that The Warriner 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 documents **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)**

Centres may request copies of scripts to support:

- reviews of marking; and/or
- teaching and learning

Requests must be submitted online via the awarding bodies' extranet sites.

Information on deadlines for Access to Scripts is found on awarding bodies' websites.

### **Reviews of Results (RoRs)**

- Service 1 (Clerical re-check): This is the only service that can be requested for multiple choice tests
- Service 2 (Review of marking): This service is available for externally assessed components of both unitised and linear GCE AS, A-level and GCSE specifications. It is also available for Level 1, 2 and 3 Vocational and Technical qualifications.
- Priority Service 2 (Review of marking): This service is available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical qualifications. For NCFE this service only applies to T-levels.
- Service 3 (Review of moderation): A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample

Requests must be submitted online via the awarding bodies' extranet sites.

### **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 The Warriner 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:

information sent home by the Heads of Years and the Exams Officer. This policy is also available on the school website for information.

## **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 The Warriner 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 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:

- emails sent home by the Head of Year and the Exams Officer.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the Exams Officer.

prior to the issue of results, with results and are available to view on The Warriner School website.

## Dealing with requests

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

At The Warriner School the process to request a service is:

- made by the student, by completing a Post-results services: request, consent and payment form available from the exams officer or electronically by scanning the QR code on the information for students provided with results.

## Candidate consent

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

(As applicable, it will be ensured that any private candidates are made aware that all post-results service requests can be made directly through the relevant awarding body)

The Warriner 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, and any subsequent appeal, or an access to scripts service request 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 Appendix B)

Additional centre-specific actions:

All requests must be made by the student not a parent or carer. All fees must be paid in advance before any application is processed. If a grade changes a full refund of the fees will be made.

## Submitting requests

The Warriner 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 document **Post-results services** (GR 5.13)
- Submit requests for appeals in accordance with the JCQ document **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:

Reviews of results (RoRs) may be requested by centre staff or candidates if there is reasonable grounds for believing there has been an error in marking. The consent of the candidate is required before any request for RoR is made to the exam board. The Warriner School reserves the right to request reviews prior to payment if necessary.

## Dealing with outcomes

The Warriner 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:

- emailing notification of the outcome to the candidate when available and re-issuing the candidate's statement of results if a change has been made.

Additional centre-specific actions:

Not applicable

## Managing disputes

At The Warriner School any dispute/disagreement will be managed in accordance with our internal appeals procedure.

Additional centre-specific actions:

Not applicable.

## Changes 2025/2026

(Updated) Under heading **Introduction** wording updated in relation to the JCQ post-results services currently available.

(Reformatted) Under heading **The arrangements for post-results services** insert fields reformatted and require updating on reviewing and updating this procedure.

## Centre-specific changes