

Access to Scripts, Reviews of Results and Appeals Procedures



The Warriner School

Access to Scripts, Reviews of Results and Appeals Procedure

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 next review	22/06/2026

Key staff involved in the procedures

Role	Name
Head of centre	Mrs S Nicholls
Senior leader(s)	Mr Matthew Fisher
Exams officer	Mrs J Shepherd
Other staff (if applicable)	Mr M Smith (Head of 6th Form) Mr M Rafferty (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 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) – This is a review of the original marking to ensure that the markscheme has been applied correctly, that all parts of the script have been marked and totalled correctly. Reviewers will not re-mark the script.
- 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 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 HOY and EO.

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 (PRS5.1)

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/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 emails sent home by HOY and EO.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the Exam Officer and are available on results day and are covered in letters sent to students.

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, either in writing or verbally to the Exam Officer. Paperwork should be completed and returned to the EO by a specific date.

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)

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 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:

All requests must be made by the student not a parent or carer.

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 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:

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.

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

Additional centre-specific actions:

If a fee is payable in the result of no grade change, an invoice will be issued.

ATS will be free of charge to support a review of marking or for teaching and learning purposes. Any other requests will be subject to a £5 admin fee per script.

Managing disputes

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