

# Access to Scripts, Reviews of Results and Appeals Procedures

Policy/Procedure creator: Mrs Autumn Pearson, Mr Matt Dever

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Centre Name	PGHS
Centre Number	46725
Date procedures first created	15/10/2021
Current procedures reviewed by	Mr Matthew Dever
Current procedures approved by	Mrs Sharon Hall
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## Key staff involved in the procedures

Role	Name
Exams officer	Mrs Autumn Pearson, Mr Matt Dever
Senior leader(s)	Mrs Sharon Hall
Head of centre	Mrs Karen Pomoroy; Mrs Sharon Hall from 01/01/2024
Other staff (if applicable)	Mr John Ramsdale / Mr Ben Ward

These procedures are reviewed and updated annually to ensure that PGHS 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 PGHS 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 spring term and signposts on the 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 PGHS:**

- 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 spring term and signposts on the school website.

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 by the issue of a candidate Exam Handbook in the spring term and signposts on the school website.

## Dealing with requests

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

At PGHS the process to request a service is by completing a digital 'Review of Marking and Access to Scripts Form' available on the school website. The

form must be returned to: deo@penworthamgirls.lancs.sch.uk

The EO will return a letter to the email requesting the post-results service, detailing the cost and the date by which to pay. Once payment is received, the EO will process the post-results request with the awarding body.

## 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)

PGHS 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:

Not applicable.

## Submitting requests

PGHS 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:

Centre staff must make a request for a Review of Marking/Access to Scripts, to the EO, through the central SharePoint document by the internal deadline. The central document is a live document which is updated regularly by the EO and may be referenced by centre staff so as to know the progress of a particular review request.

## Dealing with outcomes

PGHS 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 a copy of the outcome notifications from the awarding body.

Additional centre-specific actions:

Centre staff will be updated on the outcome of a review of marking by the EO through the central document on SharePoint.

## Managing disputes

At PGHS 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, a review of marking, a review of moderation or an appeal (GR 5.13)..

Additional centre-specific actions:

Not applicable.

CHANGES 2023/2024

No changes applicable.

CENTRE-SPECIFIC CHANGES

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