



Access to Scripts, Reviews of Results and Appeals Procedures

Policy/Procedure creator: Victoria Hulbert

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Centre Name	Manor High School
Centre Number	25283
Date procedures first created	February 2023
Current procedures reviewed by	Victoria Hulbert - Exams Officer Simon Greiff - SLT Link (Exams)
Current procedures approved by	The Governing Body
Date of next review	September 2023

Key staff involved in the procedures

Role	Name
Exams officer	Victoria Hulbert
Senior leader(s)	Simon Greiff (Deputy Head) Vanessa Mehta (Deputy Head) Vanee Permal (Assistant Head) Nick Handley (Assistant Head) James Croucher (Assistant Head) Alison Dawes (School Business Manager)
Head of centre	Liam Powell
Other staff (if applicable)	Not Applicable

These procedures are reviewed and updated annually to ensure that Manor High 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 Manor High 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 Examination Handbook which is for candidates and parents/carers. A copy of this is available on the school website and the procedures are discussed during exam assemblies.

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 Manor High 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 Examination Handbook in the Autumn term which is for candidates and parents/carers. A copy of this is available on the school website and the procedures are discussed during exam assemblies.

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. following the issue of results.

Dealing with requests

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

At Manor High School the process to request a service is completing a Post-results services: request, consent and payment form which is available from the Exams Officer or SLT Link.

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)

Manor High 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:

Not Applicable

Submitting requests

Manor High 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:

Not Applicable

Dealing with outcomes

Manor High 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 being emailed a copy of the outcome notification from the awarding body.

Additional centre-specific actions:

Not Applicable.

Managing disputes

At Manor High 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, a review of marking/moderation or an appeal..

Additional centre-specific actions:

Not Applicable

CHANGES 2022/2023

(Changed) Under **The arrangements for post-results services** to reflect the change in GR 5.13 from 'before they sit any exams' to 'prior to the issue of results' and reworded for clarity and point of reference, the bullet point regarding the availability of senior staff

CENTRE-SPECIFIC CHANGES

[1569]