



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

Manor High School

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

Centre name	Manor High School
Centre number	25283
Date procedures first created	28/09/2023
Current procedures approved by	The Governing Body
Current procedures reviewed by	Victoria Hulbert - Exams Officer
Date of next review	01/10/2024

### Key staff involved in the procedures

Role	Name
Head of centre	Simon Greiff
Senior leader(s)	Vanessa Mehta (Deputy Head) Vanee Permal (Assistant Head) James Croucher (Assistant Head) Andrew Cross (Assistant Head) Dilip Karavadra (Assistant Head) Shaun Tweed (School Business Manager)
Exams officer	Victoria Hulbert
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 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 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 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, Curriculum Leaders and the Senior Leadership Team.

## 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 the outcome 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 2023/2024**

No changes applicable.

## **Centre-specific changes**

Not Applicable