

Our Lady Queen of Peace

Catholic High School

Access to Scripts, Reviews of Results
and Appeals Procedures 2025/2026

Mission Statement

In Christ We Grow – As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Contents

- Introduction
- Purpose of the procedures
- The arrangements for post-results services
- Dealing with requests
- Candidate consent
- Submitting requests
- Dealing with outcomes
- Managing disputes

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 specifications and GCSE specifications. It is also available for Level 1, 2 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.

Request 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 Our Lady Queen of Peace Catholic 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 the JCQ regulations (GR 5.13)

Details of these procedures are made widely available and accessible to all candidates and are found in the Student Exam Handbook issued at the beginning of the Autumn Term of Year 11.

The arrangements for post-results services

- Candidates must be aware of the arrangements for post-results services before the sit any examinations (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 Our Lady Queen of Peace Catholic High School:

- Candidates are informed 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 of this in the Student Exam Handbook issued during the Autumn Term of Year 11.

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 and the member of the senior leadership team with responsibility for examinations on results day.

Dealing with requests

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

At Our Lady Queen of Peace Catholic High School the process to request a service is:

- Candidates should, in the first instance, speak to their Subject Leader who must agree to the request – this must further be agreed by the Deputy Headteacher
- The Subject Leader will then request, by email, that the Exams Officer submit a post-results service request. No fee will be payable by the candidate
- If the Subject Leader does not support the request for a post-results service and the candidate still wishes to proceed, the appropriate fee will be payable before the request is submitted to the awarding body

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).

Our Lady Queen of Peace Catholic 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, and any subsequent appeal, 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 emails 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 emails from candidates to request and use their scripts for at least six months (PRS Appendix B)

Submitting requests

Our Lady Queen of Peace Catholic 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 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 requests prior to the deadline for submission of post-results services and regularly check the progress of the request online (PRS 4.5)

Dealing with outcomes

Our Lady Queen of Peace Catholic 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 email with a copy of the outcome notification provided by the awarding body.

Managing disputes

At Our Lady Queen of Peace Catholic 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, a review of moderation or an appeal (GR 5.13)