



# St Peter's Catholic High School

## Candidate procedure for requests for Access to Scripts (ATS), Review of Results (ROR) and Appeals

July 2022

Dear Student,

If you feel any of your results are not a true reflection of your efforts and you wish to discuss your concerns please speak to a member of staff on results day. Depending on who is available this could be a member of the Senior Leadership Team, the Head of Department or your Subject Teacher. Mrs Maloney will be available until 12:00pm.

If you wish to pursue, after discussing your results with a member of staff, the Access to Scripts (ATS) or Review of Results (ROR) services, as outlined below, please complete the request form(s) attached and return to Mrs Fairclough, Examinations Officer, by **Friday 23<sup>rd</sup> September 2022**. However, if you are requesting an **Access to Scripts – Priority Copy** – then you must return it, again to Mrs Fairclough, by **Tuesday 6<sup>th</sup> September 2022**, who will log your request and submit it to the examination board. Please note that examination boards have very strict deadlines so your request may not be processed if it is not received within the deadlines stated.

### What services are available?

<b>Reviews of Results (ROR)</b>	
<b>Service 1</b>	
Clerical check This service will include the following checks: <ul style="list-style-type: none"><li>○ that all parts of the script have been marked;</li><li>○ the totalling of the marks;</li><li>○ the recording of the marks.</li></ul>	Clerical check and copy of the re-checked script  <b>Deadline Friday 23<sup>rd</sup> September 2022</b>
<b>Service 2</b>	
Review of marking This service will include: <ul style="list-style-type: none"><li>○ the clerical re-checks detailed in Service 1;</li><li>○ a copy of the reviewed script</li><li>○ a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking</li></ul>	Review of marking and a copy of the reviewed script  <b>Deadline Friday 23<sup>rd</sup> September 2022</b>
<b>Access to Scripts (ATS)</b>	
A 'script' refers to your written work from an externally assessed examination. Available to all students	
<b>Priority – copy of script</b>	
<b>Priority Copy – without a review or clerical re-check</b> <b>Deadline Tuesday 6<sup>th</sup> September 2022</b>	
<b>Non-Priority – original copy</b>	
<b>Original Copy – for teaching and learning purposes</b> <b>Deadline Friday 23<sup>rd</sup> September 2022</b>	

**Please note: Grade protection does NOT apply to any post-review services that include a clerical re-check or review of marking, and then a subsequent appeal. This means that: your original mark/grade may be lowered; your original mark/grade may be confirmed as correct; your original mark/grade may be raised.**

If you require any further guidance or information please do not hesitate to contact me.

Kind regards,  
Mrs Fairclough  
Examinations Officer