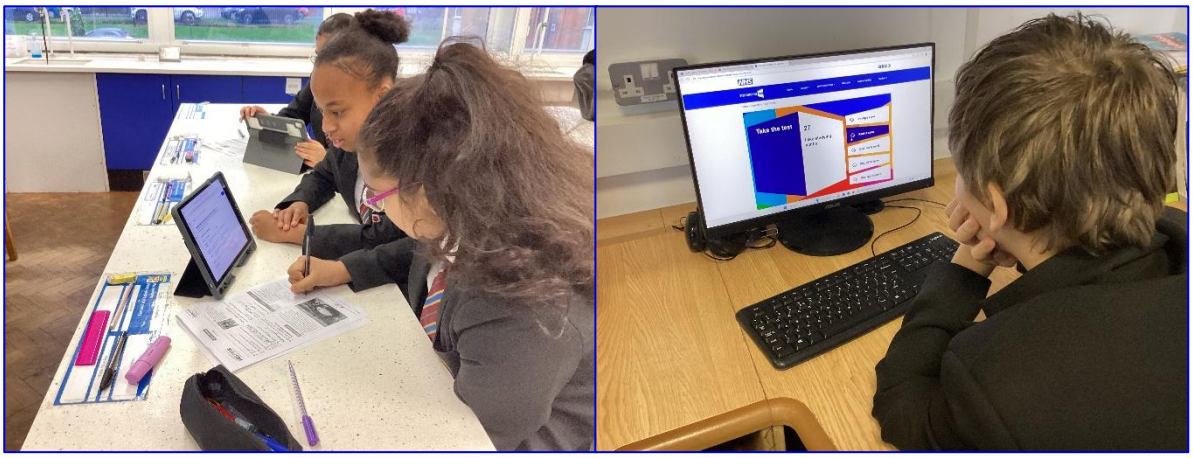

Access to Scripts, Clerical Re-Checks, Reviews of Results, Reviews of Moderation & Appeals Procedures Policy JCQ11

'Trust in the Lord with all of your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight.'
Proverbs 3:5-6

Centre Name	Saint John Wall Catholic School
Centre Number	20233
Date procedures first created (dd/mm/yyyy)	01/01/2021
Current procedures reviewed by	Paul Holden
Current procedures approved by	Governing body
Date procedures to be next reviewed (dd/mm/yyyy)	

Key staff involved in the procedures

Role	**Name**
Exams Officer	Jessica Holder
Senior Leader(s)	Paul Holden
Head of Centre	Stewart Holder
Other staff (if applicable)	Not Applicable

These procedures are reviewed and updated annually to ensure that Saint John Wall Catholic 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 a re-check of all clerical procedures leading to the issue of a result
- 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 Saint John Wall Catholic 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. Candidates are informed of relevant information in the candidate information guide to examinations normally issued via email during their Year 11 academic year and provided with a JCQ Candidate Appeal and/or ATS consent forms by Senior Staff available following the issue of their grades on results days.

- Except in Exceptional Circumstances e.g. Covid Pandemic where separate/additional procedures may apply

The arrangements for post-results services

- Except in Exceptional Circumstances e.g. Covid Pandemic where separate procedures may apply
- 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 Saint John Wall Catholic School:
- Candidates are informed of the arrangements for post-results services and the

availability of senior members of centre staff immediately after the publication of results, before they sit any examinations (GR 5.13)

Candidates are informed of the relevant information in the candidate information guide to examinations normally issued via email during their Year 11 academic year and provided with a JCQ Candidate Appeal and/or ATS consent forms by Senior Staff available following the issue of their grades on results days.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by The Examinations Officer following the issue of their grades on results days.

Dealing with requests

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

At Saint John Wall Catholic School, the process to request a service is by requesting a service, completion of a consent form and payment of the relevant fee.

Candidate consent

- Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awardingbodies after the publication of examination results (GR 5.13)

Saint John Wall Catholic 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

Saint John Wall Catholic 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 process es** (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

Saint John Wall Catholic School will:

- Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates (GR 5.13)

Candidates will be notified by email, letter and/or a phone call
Additional centre-specific actions:
n/a

Managing disputes

At Saint John Wall Catholic School any dispute/disagreement will be managed in accordance with JCQ General Regulations 5.13.Additional centre-specific actions:
Not Applicable

Ratified by Governors: 12/10/2026

Next Review Due: 12/10/2027

(This policy will remain in force beyond the review date if no updates are required)