HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

Access to Scripts, Reviews of Results and Appeals Procedure

Version	3
Date created/updated	Autumn 2025
Ratified by	Local Governing Body
Date ratified	02/12/2025
Date issued	03/12/2025
Policy review date	Autumn 2026
Post holder responsible	Exams Officer
Director / LGB Chairperson	Mr G Taylor Smith

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Access to Scripts, Reviews of Results and Appeals Procedure has been approved and adopted by Hagley Catholic High School Governing Body on 2nd December 2025 and will be reviewed in Autumn 2026.

Signed by LGB representative for Hagley Catholic High School:

G Taylor Smith

Signed by Principal:

J Hodgson

Summary of Changes

Sept 2024

- Under heading **Introduction** wording updated in relation to the JCQ post-results services currently available.

Sept 2025

Page 3	Added "Requests must be submitted online via awarding bodies' extranet sites" and reference to awarding bodies' websites for deadlines.
Page 3	Service 2, Removes GCSE reference and adds Level 1, 2, and 3 Vocational and Technical qualifications
Page 3	Priority Service 2 - Removes GCSE reference and adds Level 1, 2, and 3 Vocational and Technical qualifications
Page 3	Service 3 – include JCQ reference: review of moderation cannot be undertaken upon the work of an individual candidate or candidates not in the original sample
Page 5	Addition of requirement to confirm awarding body's acknowledgement of receipt and regularly check progress online.
Page 5	Change of wording from being emailed a copy to emailing a copy.

Introduction

Following the issue of results, awarding bodies make post-results services available.

Reference in these procedures to GR and PRS refer to the JCQ documents General Regulations for Approved Centres and Post-Results Services.

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
- 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 A-Level specifications. It is also available for Level 1,2 and 3 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 and Level 3 Vocational and Technical qualifications.

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.

Requests 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 Hagley 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 JCQ regulations (GR 5.13).

Details of these procedures are made widely available and accessible to all candidates by issuing detailed information to all candidates via the school website prior to the results day issue, informing candidates of available services, deadline dates, fees, availability of senior staff and appropriate forms to complete.

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 Hagley Catholic 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 issuing them with an exam's procedure booklet and detailed information at the start of the program and via the school website prior to the results day issue, informing candidates of available services, deadline dates, fees, availability of senior staff and appropriate forms to complete.

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 on results day/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 Hagley Catholic High School the process to request a service is to complete and sign the clerical re-checks, Reviews of marking and appeals form (available on the school website) by the relevant deadline with confirmation of correct payment via Arbor Payment Plus.

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)

Hagley 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 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 Appendix B)

Submitting requests

Hagley 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 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)

Dealing with outcomes

Hagley 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 emailing a copy of the outcome notification from the awarding body.

Managing disputes

At Hagley 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 an application for a clerical re- check, a review of marking, a review of moderation or an appeal (GR 5.13).