

Post Results Services:

(Access to Scripts, Review of Results & Appeals)

2021/22

These procedures are reviewed and updated annually to ensure that The Newbridge 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 this procedure to GR and PRS refers to [the JCQ publication General Regulations for Approved Centres](#). and Post-Results Services

Approved/reviewed by	
Leila Tillotson- Roberts – Examinations Officer Julia Patrick – CEO	
Date of next review	January 2023

Centre Name	The Newbridge School
Centre Number	25182
Date Policy Created	21/01/2022
Current Policy Reviewed by	Leila Tillotson-Roberts
Current Policy approved by	Julia Patrick
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Key Staff involved in the procedure

Role	Name (s)
Exams Officer	Leila Tillotson-Roberts
Senior Leaders	Ms. Natalie Fox, Mr Nick Schober, Ms Laura Drakeley, Mr Danny Birt, Ms Kirste Thompson
Head of Centre	Ms Julia Patrick (CEO), Mr Michael Gamble, Mr Michael Rowbottom
Exams & Data Admin	Jodie Williamson

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 procedure

The purpose of these procedures is to confirm how The Newbridge 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

- Information will be issued to students at the time of sharing their exam timetables. Updated information will be distributed on an ad-hoc basis. The centre may also share information via student assemblies and student bulletins.

The Arrangements for Post-Results Services

Candidates must be made aware of the arrangements for post-results services before they 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 The Newbridge 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 by

- Information will be sent out to students directly with their exam timetables. Updates to information will be emailed separately to students.

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 Head of Centre.

- Information will be shared with students directly with their exam timetables.
- A reminder will be issued in the period between the end of examinations and the issuing of results.

Dealing with requests

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

At The Newbridge School the process to request a service is by

- completing a post-results services request in writing/email to the Exams Officer or Head of Centre.

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)

The Newbridge School will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a clerical recheck, 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

The Newbridge 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

The Newbridge School will:

- (updated 2021/22) 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, which will include a copy of the outcome notification from the awarding body.

Additional centre-specific actions:

Not Applicable

Managing disputes

At The Newbridge School any dispute/disagreement will be managed in accordance with the centres 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).

Additional centre-specific actions:

Not Applicable

Further guidance to inform and implement appeals procedures

JCQ Publications

- General Regulations of Approved Centres
https://www.jcq.org.uk/wp-content/uploads/2022/01/Gen_regs_approved_centres_21-22_FINAL.pdf
- Post Results Services
https://www.jcq.org.uk/wp-content/uploads/2021/12/Post-Results-Services_Autumn-21_Final-%E2%80%93-Nov2021.pdf
- JCQ Appeals Booklet
https://www.jcq.org.uk/wp-content/uploads/2021/12/JCQ-Appeals-Booklet-2021_Final-version-Nov.21.pdf
- Notice to Centres – Informing candidates of their centre assessed marks
<https://www.jcq.org.uk/wp-content/uploads/2021/06/Notice-to-Centres-Informing-candidates-of-their-centre-assessed-marks-202122-1.pdf>

Ofqual Publications

- GCSE (9-1) qualification – level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions/gcse-9-to-1-qualification-level-conditions-and-requirements>
- GCE qualification – level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements/gce-qualification-level-conditions-and-requirements--2>