

# Access to Scripts, Reviews of Results and Appeals Procedures

Policy/Procedure creator: Liz Leeming

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Centre Name	Bedales School
Centre Number	58247
Date procedures first created	01/11/2018
Current procedures reviewed by	Bertie Cairns/Deputy Head Academic
Current procedures approved by	• BST
Date of next review	Autumn 2023

## Key staff involved in the procedures

Role	Name
Exams officer	Liz Leeming
Senior leader(s)	Bertie Cairns/Deputy Head Academic
Head of centre	Will Goldsmith
Other staff (if applicable)	Not Applicable

These procedures are reviewed and updated annually to ensure that Bedales 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 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 procedures

The purpose of these procedures is to confirm how Bedales 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

- Candidates are issued with information regarding all aspects of the Post Results Service before the end of the summer term.
- This information is also emailed to parents with the 'end of term letter' and is available on the school website.

## 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 Bedales 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

- Candidates are issued with information regarding all aspects of the Post Results Service before the end of the summer term.
- This information is also emailed to parents with the 'end of term letter' and is available on the school website.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by • Head of Academic Admin & Exams • Prior to results day

## Dealing with requests

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

At Bedales School the process to request a service is • By completing a Post-results services: request form, consent and payment form from the Exams department or from the website

## 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)

Bedales 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:

- Candidates are advised to speak to Heads of Departments before applying for a review of marking

## Submitting requests

Bedales 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

Bedales 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 • Once the exam script or outcome for the review of making is received it is emailed to the candidate and copied to the Head of Department.

Additional centre-specific actions:

Not applicable

## Managing disputes

At Bedales School any dispute/disagreement will be managed

- If a candidate wishes to appeal against the outcome to an awarding body they will initially be referred to the Head of Department. If the Head of Department believes there is good reason for an appeal it will be referred to the Deputy Head Academic. If the decision is to proceed the Head of Academic Admin & Exams will be advised and a letter from the head of centre will be sent to the exam board.
- Candidates will be referred to the 'Internal Appeals Procedure'.

Additional centre-specific actions:

Not applicable

## CHANGES 2022/2023

(Changed) Under **The arrangements for post-results services** to reflect the change in GR 5.13 from 'before they sit any exams' to 'prior to the issue of results' and reworded for clarity and point of reference, the bullet point regarding the availability of senior staff

## CENTRE-SPECIFIC CHANGES

[1569]