



Access to Scripts, Review of Results and Appeals Procedure

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Centre name	Newlands Girls' School
Centre number	51523
Date procedures first created	12/12/2023
Current procedures approved by	Deputy Head - Curriculum
Current procedures reviewed by	Deputy Head - Curriculum
Date of review	24/11/2025
Date of next review	01/12/2026

Key staff involved in the procedures

Role	Name
Head of centre	Miss Jo Capon
Senior leader(s)	Mr Andrew Morbey
Exams officer	Mrs Amanda De Alwis

These procedures are reviewed and updated annually to ensure that Newlands Girls' 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 documents **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)

Centres may request copies of scripts to support:

- reviews of marking; and/or
- 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 AS, A-level and GCSE 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. It is also available for Level 3 Vocational and Technical qualifications. For NCFE this service only applies to T-levels.
- 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 Newlands Girls' 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:

All Year 11, 12 and 13 year students are informed during an assembly before the start of the exams about the Review of Results procedures.

The Review of Results procedures will be made available on the school website after results have been issued in the Summer 2026.

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 Newlands Girls' 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 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:
 - Normally the Data manager and Head of Years.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Candidates can collect a post review form on results day upon request from the Exams Officer. A post review form (with all relevant information) is made available on the school website and hard copies are held by the Exams Officer in the Exams Office.

This will be available on Results days and up until the end of the Post results period.

Dealing with requests

- All post-results service requests from internal candidates must be made through the centre (GR 5.13) At Newlands Girls' School the process to request a service is:
 - By completing a Post Results Enquiry form available from the Exam Office or downloaded from the school website.

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)

(As applicable, it will be ensured that any private candidates are made aware that all post-results service requests can be made directly through the relevant awarding body) Newlands Girls' 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 request 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)

Additional centre-specific actions:

Not applicable

Submitting requests

Newlands Girls' 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 document **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

Newlands Girls' 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:
- Email, students will receive the notifications from the Awarding Body via the Exams Office.

Managing disputes

At Newlands Girls' School the students are guided by centre staff to see if it is worth pursuing a review of marking. It is the students' responsibility to understand that marks can go down and they have to sign a declaration to say they understand this. If the School does not agree with the review of marking application,

the student will be informed that it is not being submitted. They then have the right to appeal this decision, as laid out in the Internal Appeals policy.

Changes 2025/2026

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

(Reformatted) Under heading **The arrangements for post-results services** insert fields reformatted and require updating on reviewing and updating this procedure. Centre-specific changes

Upon review in December 2025, no centre-specific updates or changes were applicable to this document.