Access to Scripts, Reviews of Results and Appeals Procedures

Blessed Edward Oldcorne Catholic College

Access to Scripts, Reviews of Results and Appeals Procedures

Centre name	Blessed Edward Oldcorne Catholic College
Centre number	24415
Date procedures first created	16/10/2023
Current procedures approved by	Mr. Greg McClarey
Current procedures reviewed by	Mrs. Katy Hickman
Date of review	08/10/2024
Date of next review	30/11/2025

Key staff involved in the procedures

Role	Name
Head of centre	Mr. Greg McClarey
Senior leader(s)	Mrs. Sonya Thomas Mr. Paul Edmunds Mrs. Cheryl Corbin
Exams officer	Mrs. Katy Hickman
Other staff (if applicable)	Not Applicable.

These procedures are reviewed and updated annually to ensure that Blessed Edward Oldcorne Catholic College 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):

- 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 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, GCSE specifications and Level 1, 2 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): 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 Blessed Edward Oldcorne Catholic College 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:

the issue of a Candidate Exam Handbook on the College website in the autumn term, together with candidate briefings prior to the exams series.

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 Blessed Edward Oldcorne Catholic College:

- 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:

- the issue of a Candidate Exam Handbook on the College website in the autumn term, together with

candidate briefings prior to the exams series.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by:

- Mrs. Katy Hickman and/or members of SLT

- the issue of a Candidate Exam Handbook on the College website in the autumn term, together with candidate briefings prior to the exams series.

   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 Blessed Edward Oldcorne Catholic College the process to request a service is:

- • **Notification Deadline**: Students must inform the College of their intention to request a post-results service within two weeks of results day. This can be done via email to the exams office or by using the Internal Appeals form available on the College website.

   - **Review Process**: The College will review the candidate's script, marks for each component, mark schemes, and relevant reports to determine if they support the review.

   - **Cost Responsibility**:

      - If the College believes that a grade change is likely, the application will supported and the College will cover the cost of the post-results service.

      - If the College does not support the request but the candidate still wishes to proceed, a written request must be submitted at least one week before the post-results service deadline, including consent and any applicable fees.

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)

Blessed Edward Oldcorne Catholic College 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

Blessed Edward Oldcorne Catholic College 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

Blessed Edward Oldcorne Catholic College 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:

- being emailed a copy of the outcome notification from the awarding body.

Additional centre-specific actions:

Not Applicable.

Managing disputes

At Blessed Edward Oldcorne Catholic College 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).

Additional centre-specific actions:

Not Applicable.

Changes 2024/2025

(Updated) Under the heading **Reviews of Results** (RoRs), Service 2 and Priority Service 2 qualification details updated.

(Updated) Under the heading **Candidate consent**: Bullet points updated:

- 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)

- 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

Centre-specific changes

Upon review in October 2024, the following was updated:

- **Notification Deadline**: Students must inform the College of their intention to request a post-results service within two weeks of results day. This can be done via email to the exams office or by using the Internal Appeals form available on the College website.

- **Review Process**: The College will review the candidate's script, marks for each component, mark schemes, and relevant reports to determine if they support the review.

- **Cost Responsibility**:

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  - If the College believes that a grade change is likely, the application will supported and the College will cover the cost of the post-results service.

  - If the College does not support the request but the candidate still wishes to proceed, a written request must be submitted at least one week before the post-results service deadline, including consent and any applicable fees.