Access to Scripts, Reviews of Results and Appeals Procedures

Northampton School for Boys

Access to Scripts, Reviews of Results and Appeals Procedures

Centre name	Northampton School for Boys
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Current procedures reviewed by	J Marshall
Date of next review	By 30/09/2027

Key staff involved in the procedures

Role	**Name**
Head of centre	R Bernard
Senior leader(s)	J Marshall S Bradley-Brophy M Rodger
Exams officer	J Round
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that Northampton School for Boys 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 Northampton School for Boys 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 disseminated to candidates in school, communicated with candidates ahead of Results Day (following final examinations), information disseminated to candidates and parents/carers ahead of the examination period.

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 Northampton School for Boys:

- 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 Student Exam Handbook (available online), email communication post-examinations, information disseminated to candidates and parents/carers ahead of the examination period.

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 Office This information is available on the school website and disseminated in hard copy on Results Day..

Dealing with requests

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

At Northampton School for Boys the process to request a service is to complete an Access to Scripts (ATS) form or a Review of Marking (ROM) form, available in hard copy or on the school website. These are to be submitted to the Exams Office.

The Exams Office will notify the appropriate Curriculum Team Leaders who will confirm whether the school supports, or does not support the request.
In the event that the school supports the request, any fees will be covered by the school.
In the event the school does not support the request, candidates will be notified and will be informed that payment must be received prior to the request being actioned.

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)

Northampton School for Boys 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:

N/A

Submitting requests

Northampton School for Boys 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:

N/A

Dealing with outcomes

Northampton School for Boys 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 from the Exams Office, sent to their school email address. For students who are still on roll, there will also be a conscious effort to be notified in person by relevant teachers or Curriculum Team Leaders.

Additional centre-specific actions:

N/A

Managing disputes

At Northampton School for Boys any dispute/disagreement will be managed in accordance with the internal appeals policy. A copy of this is available upon request from the school, and is also available on the school website.

Additional centre-specific actions:

N/A

Changes 2026/2027

Changes made to named staff.