

Bedales Senior Access to Scripts, Reviews of Results and Appeals Procedure

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Access to Scripts, Reviews of Results and Appeals Procedure

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 available for externally assessed components of both unitised and linear GCE A-level specifications
- 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 candidate's 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 and is available on the school website.

The arrangement for post-result 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 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 the Exams Officer prior to results day. This information is made available to centre staff on 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 service request form, consent and payment form from the Exams Officer or from the website

Candidate consent

Candidates must provide their **written consent** for clerical re-checks, reviews of marking and any subsequent appeal, or an access to scripts services offered by the awarding bodies after the publication of examination results (GR 5.13)

(As applicable, it will be ensure that any private candidates are made aware that all post results services can be made directly through the relevant awarding body

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 following the outcome of a clerical re-check or review of marking or any subsequent appeal (PRS 4.2)

Additional centre-specific actions:

Candidates are advised to speak to Heads of Department 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 once the exam script or outcome for the review of marking 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

Exams Officer 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'.

Fees

Fees are payable for some services and can be found on the post results form.

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