Access to Scripts, Reviews of Results and Appeals Procedures

St Mary's Catholic Academy

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Centre name	St Mary's Catholic Academy
Centre number	46425
Date procedures first created	10/01/2025
Current procedures approved by	Rhea Stephenson
Current procedures reviewed by	Rhea Stephenson
Date of review	19/10/2026
Date of next review	31/10/2027

Key staff involved in the procedures

Role	**Name**
Head of centre	Juliet Morgan
Senior leader(s)	Rhea Stephenson
Exams Officer	Julie Caton
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that St Mary's Catholic Academy 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 and reflects centre practice.

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) (For multiple choice tests only, Service 1 re-checks can be requested)
- 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 Technical Qualifications, including T levels.
- 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 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 St Mary's Catholic Academy 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:

school website and information in results day pack

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 St Mary's Catholic Academy:

- 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:

- spring term sign posts, information on the school website and a letter to parents about the results process

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

Available to candidate and staff on results day/following issue of results

Dealing with requests

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

At St Mary's Catholic Academy the process to request a service is:

- by completing a Post-results services: request, consent and payment form available from the exams officer

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)

St Mary's Catholic Academy 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:

N/A

Submitting requests

St Mary's Catholic Academy 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 organisations'**

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

St Mary's Catholic Academy 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:

N/A

Managing disputes

At St Mary's Catholic Academy any dispute/disagreement will be managed

n 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:

Changes effective from 1 September 2026

(Amended) Reference to *A guide to the awarding bodies' appeals processes* amended to: A guide to the awarding organisations' appeals processes

(Corrected 16/10/2026) There is no change to the wording under heading **Reviews of Results (RoRs)** for the qualifications a Priority Service 2 (Review of marking) is available for.

Centre-specific changes

no changes were required