



Access to Scripts, Reviews of Results and Appeals Procedures

The Yellow House Alt Ed

Access to Scripts, Reviews of Results and Appeals Procedures

Centre name	The Yellow House Alt Ed
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Date procedures first created	27/02/2025
Current procedures approved by	David Ollier
Current procedures reviewed by	Chloe Smith
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Key staff involved in the procedures

Role	Name
Head of centre	David Ollier
Senior leader(s)	David Ollier Chloe Smith Johdi Mennie Christine Benjamin
Exams officer	Chloe Smith
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that The Yellow House Alt Ed 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 The Yellow House Alt Ed 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:

Details of how to request access to scripts are on the Yellow House School website. The Policy is also displayed in the common room for students.

Students are told about the process in their annual reviews and also in preparation sessions before their exams. An E-Mail is sent home to parents to confirm the process.

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 The Yellow House Alt Ed:

- 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:

- Details of how to request access to scripts are on the Yellow House School website. The Policy is also displayed in the common room for students.

Students are told about the process in their annual reviews and also in preparation sessions before their exams. An E-Mail is sent home to parents to confirm the process.

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

- Details of how to request access to scripts are on the Yellow House School website. The Policy is also displayed in the common room for students.

Students are told about the process in their annual reviews and also in preparation sessions before their exams. An E-Mail is sent home to parents to confirm the process.

- Details of how to request access to scripts are on the Yellow House School website. The Policy is also displayed in the common room for students.

Students and parents are reminded about this on results day and admin staff send follow up E-Mails to confirm the process.

Dealing with requests

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

At The Yellow House Alt Ed the process to request a service is:

- To E-Mail the Exams Officer / SENDCo detailing the exam and what service the student would like. The Exams Officer / SENDCo will then contact the awarding body as per the guidelines.

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)

The Yellow House Alt Ed 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

The Yellow House Alt Ed 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

The Yellow House Alt Ed 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:

- E-Mail from the Exams Officer / SENDCo within 24 hours of receipt from the awarding body. This will be followed with a phonecall within the next 24 hours to confirm the student has the information.

Additional centre-specific actions:

Not Applicable

Managing disputes

At The Yellow House Alt Ed any dispute/disagreement will be managed in accordance with our internal appeals and disputes policy as per GR 5.13

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Additional centre-specific actions:

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