



# *JAMES MARKS ACADEMY*

## *ACCESS TO SCRIPTS, REVIEW OF RESULTS AND APPEALS PROCEDURES 2025-26*

These procedures are reviewed and updated annually to ensure that the James Mark 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.

Reference in these procedures to GR and PRS refer to the JCQ documents General Regulations for Approved Centres and Post-Results Services.

Approved/Agreed by			
Head of Centre Scott Martin	SLT Responsible Mark Reynolds	Exams Officer Alison Patel	SENDCo Ashley Purser
Date of next review		October 2026	

## **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): 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 AS, A-level and GCSE specifications. It is also available for Level 1, 2 and 3 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. It is also available for Level 3 Vocational and 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 the James Mark 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 email in the summer term and on the school website.

### **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 James Mark 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 an email in the summer term and information 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 Alison Patel (Exams Officer) upon request.

### **Dealing with requests**

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

At the James Mark Academy the process to request a service is candidates must give permission in writing and complete a Post- Results form. Following an Access to Scripts request, teaching staff will review the script and advise on next steps. If a Review of Marking is suggested, the centre will bear the cost. If a candidate wishes to pursue a Review of Marking against centre advice, the candidate will be responsible for all associated costs.

### **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 James Mark 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)

### **Submitting requests**

James Mark 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 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)

### **Dealing with outcomes**

James Mark 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:

- Candidates will be emailed a copy of the awarding body notification

### **Managing disputes**

At James Mark Academy any dispute/disagreement will be managed according to our Internal Appeals Procedure (Reviews of Results and Appeals) document.