

Tupton Hall School
REDHILL ACADEMY TRUST



Access to Scripts, Reviews of Results and Appeals Procedures

Tupton Hall School

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Centre name	Tuption Hall School
Centre number	23146
Date procedures first created	04/10/2023
Current procedures approved by	Mr S Roberts
Current procedures reviewed by	Mr S Roberts
Date of review	30/09/2025
Date of next review	30/09/2026

Key staff involved in the procedures

Role	Name
Head of centre	Mr A J Knowles
Senior leader(s)	Mrs C Burton; Mrs S Burton; Mrs R Holland; Mrs J Lammin; Mrs A Lindley; Mr S Roberts; Mr C Sinclair, Mr D Thompson
Exams officer	Miss Amy Roberts
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that Tupton Hall School 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 Tupton Hall School 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:

Distribution by form tutors and additional copies are available from Head of House or the exams office

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 Tupton Hall 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 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:

- Information given at assemblies prior to the exam periods and additional leaflets distributed with results

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 staff
- On results days along with results

Dealing with requests

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

At Tupton Hall School the process to request a service is:

- To request a remark - candidates need to make sure they have signed the remark request document which they sign when they check in on results day.

Remark request should only come from the following staff members-

Sixth Form- C.Burton

GCSE- S.Roberts / J.Lammin

Remark request won't be accepted if they are sent by any other staff member.

If a remark is requested this needs to be sent in via the excel document. No remark requests will be accepted by email.

Remarks will only be considered if students are within 4 marks of the next grade boundary.

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)

Tupton Hall 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, 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:

Candidates will sign a consent form on collection of results.

If HOF would like a remark to take place (GCSE), HOF will fill out spreadsheet that is sent to them on results day. The Exams Officer will then contact parents to gain consent for any remarks to take place. This is so that

there is no confusion and the exams officer has a record of when parents were called and permission granted.

A-Level students will be able to consent themselves.- this can be done on results day or email received and forwarded to the exams officer.

Submitting requests

Tupton Hall 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 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:

Any remark requests will be submitted if within 4 marks of the next grade boundary.

If candidates wish to have remarks submitted and are more than 4 marks away from the grade boundary the cost of the remark will be sent to the student. Students will be given a list of the cost of remarks.

Dealing with outcomes

Tupton Hall 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 by:

- Head Of Sixth form will be advised of any A-level outcomes- this will also be updated on the excel document of the remark outcome.

HOF and S.Roberts/J.Lammin will be made aware of any GCSE remark outcomes. Remark outcomes will also be updated on the excel document.

Additional centre-specific actions:

Not applicable

Managing disputes

At Tupton Hall School any dispute/disagreement will be managed

By adhering to the internal appeals procedure to manage disputes when a candidate disagrees with the centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal.

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Additional centre-specific actions:

Remarks will only be submitted if the marks are within a 4 mark boundary to the next grade boundary.

Candidates will be given the opportunity to pay for a review if the request doesn't meet the centre criteria for submitting one themselves.

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

Exam's Officer will make contact with parents of GCSE Students to get permission for papers to be remarked, this is no longer down to the subject teacher.