

## Access to Scripts, Reviews of Results and Appeals Procedures

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Policy/Procedure creator: Gemma Ramel

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Centre Name	Etonbury Academy
Centre Number	15168
Date procedures first created	20/12/23
Current procedures reviewed by	Gemma Ramel
Current procedures approved by	Jo Young
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### Key staff involved in the procedures

Role	Name
Exams officer	Gemma Ramel
Senior leader(s)	Ravi Baga, Rhys Kirkman, Michael Craddock
Head of centre	Jo Young
Other staff (if applicable)	Jackie Davison

These procedures are reviewed and updated annually to ensure that Etonbury 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 publications **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 Etonbury 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

Links on school website, under examination information

Links to policies sent out with candidate statement of entries and timetables

QR codes to policies posted on examination display boards

## 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 Etonbury 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/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

Links on school website, under examination information

Links to policies sent out with candidate statement of entries and timetables

QR codes to policies posted on examination display boards

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 on results day

### Dealing with requests

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

At Etonbury Academy the process to request a service is to complete a post results request form after receiving results and before the specified exam board deadlines

### 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)

Etonbury 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 6.2)

### Submitting requests

Etonbury 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 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)

### Dealing with outcomes

Etonbury 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. They will also receive a revised statement of result if their grade has been changed following the review.

Additional centre-specific actions:  
Not Applicable

## Managing disputes

At Etonbury Academy any dispute/disagreement will be managed in accordance with the internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.