Kingswood House School

Centre Number: 64702

Access to Scripts, Reviews of Results and Appeals Procedure

Summer 2022 – GCSE's

Policy approved by	
Katie Edwards	
Date of completed	3rd February 2022
Date of next review	January 2023

Key staff involved in the procedures

Role	Name
Exams officer	Katie Edwards
Senior leader(s)	Ian Mitchell - Deputy Head James March - Director of Studies Sachin Sukhdeo - Head of Seniors
Head of centre	Duncan Murphy
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that Kingswood House School deal 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 objective tests (multiple choice tests)

- Service 2 (Review of making)

- Priority Service 2 (Review of marking) – This service is only available for externally assessed components of GCE and A level specifications (an individual awarding body may also offer this priority service for other 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 Kingswood House 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 the issue of a Candidate post-results handbook prior to results day.

The arrangements for post-results services

- Candidates must be made aware of the arrangements for post-results services before they sit any examinations (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).

At Kingswood House School:

- Candidates are informed of the arrangements for post-results services and the availability of senior members of centre staff immediately after the publication of results, before they sit any examinations at the GCSE Pupil Briefing (GR 5.13)

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 prior to results day via the Candidate post-results handbook.

Dealing with requests

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

At Kingswood House School the process to request a service is by completing a Post-results service: request, consent and payment form which can be found at the end of this document.

Candidate consent

Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results (GR 5.13).

Kingswood House School will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a clerical recheck, a review of marking or an access to scripts service 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 emails 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 emails from candidates to request and use their scripts for at least six months (PRS 6.2).

Submitting requests

Kingswood House 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 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 of post-results services and regularly check the progress of the request online (PRS 43.5).

Dealing with outcomes

Kingswood House 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 being emailed a copy of the notification from the awarding body.

Managing disputes

At Kingswood House School any dispute or disagreement a candidate may have regarding a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal, will be managed in accordance with the External Exam Internal Appeals Procedure that can be found on the school's website.

Post-results services: request, consent and payment form – summer 2022

To request a Review of Results (**RoR**) service and/or an Access to Scripts (**ATS**) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. A summary of the services available are referenced below.

Deadlines to request by service reference number (SRN):

R2P R2Pa (GCE A-level qualifications only) by **25 August 2022**   R1 R1a R2 R2a R3 by **29 September 2022**

A1 by (GCE) **1 September 2022** (GCSE) **8 September 2022**   A2 by **29 September 2022**

Candidate number		Candidate name		Candidate email	
Awarding Body	Qualification level and Subject title			Paper code	SRN	Fee
						£

RoR Candidate consent

By signing here, I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me 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 for this subject.

Signature: …………………….....................…….. Date: …………

ATS Candidate consent

By signing here, I consent to my scripts being accessed by my centre (Tick ONE of the boxes below)

☐ If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.

☐ If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signature: …………………….....................…….. Date: …………

Consent statements above and details of the RoR services below taken from JCQ's Post-Results Services (section 4, appendices A and B)

SRN	Post-results service	Details of the service
R1	RoR **Service 1** (Clerical re-check)	This is a re-check of all clerical procedures leading to the issue of a result… This service will include the following checks: • that all parts of the script have been marked • the totalling of marks • the recording of marks
R1a	RoR Service 1 with an ATS copy of re-checked script	
R2	RoR **Service 2** (Review of marking)	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly… **Reviewers will not re-mark the script**. They will only act to correct any errors identified in the original marking… This service will include: • the clerical re-checks detailed in Service 1 • a review of marking as described above
R2a	RoR Service 2 with an ATS copy of reviewed script	
R2P	RoR **Priority Service 2** (Review of marking)	This is the same as Service 2 above but the review is conducted as a priority by the awarding body. This service is **only** available for **GCE A-level qualifications**
R2Pa	RoR Priority Service 2 with an ATS copy of reviewed script	
R3	RoR **Service 3** (Review of moderation)	This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. **It is not a re-moderation of candidates' work**… This service is **not** available to individual candidates
A1	ATS Copy of script to support **review of marking**	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
A2	ATS Copy of script to support **teaching and learning**	This is a non-priority service to request copies of scripts to support teaching and learning