

Procedures for: Candidates Access to Scripts, RoRs and Appeals.

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Ms. F. Pierson	
Date of next review	Oct 2021

Key staff involved in this policy/procedure

Role	Name(s)
Head of centre	Ms. F. Pierson
Exams officer	Mr. P. Hunter
SLT member(s)	Ms. S. Kay

Pre-Exam preparations

Candidates will be made aware of the arrangements for post-results services before they sit any examinations and via the school's website and a bespoke Exam's booklet, distributed to all candidates and available for download from the school's website. These resources will also inform candidates that they must make post-result requests through the centre, as well as the options available for review

Post-Exam arrangements

Senior members of centre staff will be available immediately after the publication of results, and will be informed of this mandatory duty ahead of time.

Access to Scripts

HODs will log requests for Access to Scripts with the EO.

The EO will then contact the candidate and ensure the correct permissions are granted before contacting the exam boards within the deadlines set out by the exam boards.

RoRs

After the publication of results the following services are offered by the awarding bodies and can only be applied for by the centre.

- Service 1 (Clerical re-check)
- Service 2 (Post-results review of marking)
- Priority Service 2 (Post-results review of marking)

- Reviews of moderation
- Appeals to the awarding bodies

Staff may decide that they think one of these services is appropriate for a candidate.

In this case the centre will pay for the enquiry. However the centre MUST obtain the written consent of the candidate on the appropriate form.

A candidate may also wish to apply for one of these services. The candidate should first approach their subject teacher to see if they think that this is appropriate. The subject teacher in conjunction with the Examinations Officer may decide to pay for the service. However the candidate can request the service anyway if he/she is prepared to pay. Candidates are reminded that in requesting a 'Post-results review of marking' through the external examination board, their marks can go down as well as up. The remarked paper then forms part of the final grade. Therefore the centre MUST obtain the written consent of the candidate on the appropriate form.

If the candidate is insistent that one of the services should be asked for and is unwilling to pay the required fee he/she can adopt the appeals procedure. This process, outlined in the schools 'Internal appeals procedure', which is available on the school's website, will normally only be required when all other mechanisms within the centre have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

In addition this centre 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.

Submit requests for appeals in accordance with the JCQ publication A guide to the awarding bodies' appeals processes;

Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates.