

# Access to Scripts, Reviews of Results and Appeals Procedures



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

Centre name	The Bridge Easton
Centre number	926/7008
Date procedures first created	20.02.2025
Current procedures approved by	Natalie Does
Current procedures reviewed by	This is the first creation of procedures due to being a new school.
Date of review	N/A
Date of next review	20.02.2026

**Key staff involved in the procedures**

Role	Name
Head of Centre	Natalie Does
Senior Leader(s)	Claire Greengrass & Lucy Leaford
Exams Officer	Wendy Raynor/Jo Evans
Other staff (if applicable) N/A	

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## 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 The Bridge Easton 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 signposting on the school website and through information given to candidates in the spring term of their exam year.

## 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 Bridge Easton 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:

- signposting on the school website and in information provided ahead of the exams series each year.

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.
- Information will be made available to candidates on results day, when results are collected in person, or when results are posted out if this is requested.

## Dealing with requests

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

At the Bridge Easton School the process to request a service is:

By completing a request form from the Exams Officer, completing this and making payment.

## 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 Bridge Easton 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:

Not applicable.

## Submitting requests

The Bridge Easton 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:

Not applicable.

### **Dealing with outcomes**

The Bridge Easton 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.

Additional centre-specific actions:

Not applicable

### **Managing disputes**

At The Bridge Easton School, any dispute/disagreement will be managed in accordance with the internal appeals process. (GR.5.13)

Additional centre-specific actions:

Not applicable

### **Changes 2024/2025**

This is the first creation of this policy for The Bridge Easton School. The policy has been created using JCQ's guidance and therefore, no changes to this policy is required this academic year.

### **Centre-specific changes**

As above.