



**St Peter & St Paul**  
Catholic Voluntary Academy  
*Pro Petro Paulo Patria*

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

St Peter and St Paul Catholic Voluntary Academy

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

Centre name	St Peter and St Paul Catholic Voluntary Academy
Centre number	26140
Date procedures first created	12/10/2023
Current procedures approved by	Clive Crossman
Current procedures reviewed by	Clive Crossman
Date of review	31/10/2025
Date of next review	31/10/2026

### Key staff involved in the procedures

Role	Name
Head of centre	Caroline Hewerdine
Senior leader(s)	Rebecca Carter
Exams officer	Clive Crossman
Other staff (if applicable)	Jessica McGovern

These procedures are reviewed and updated annually to ensure that St Peter and St Paul Catholic Voluntary 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 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)**

Centres may request copies of scripts to support:

- reviews of marking; and/or
- teaching and learning

Requests must be submitted online via the awarding bodies' extranet sites.

Information on deadlines for Access to Scripts is found on awarding bodies' websites.

### **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 AS, A-level and GCSE specifications. It is also available for Level 1, 2 and 3 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. It is also available for Level 3 Vocational and Technical qualifications. For NCFE this service only applies to T-levels.
- Service 3 (Review of moderation): A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample

Requests must be submitted online via the awarding bodies' extranet sites.

### **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 St Peter and St Paul Catholic Voluntary 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:

Issue of a Candidate Exam Handbook in the autumn/spring term and information on the school website as well as being informed during assembly/form time.

## **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 St Peter and St Paul Catholic Voluntary 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 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:

- the issue of a Candidate Exam Handbook in the autumn/spring term and information on the school website as well as being informed during assembly/form time.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the examinations officer.

This information is made available to candidates and centre staff on results day/following the issue of results.

## Dealing with requests

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

At St Peter and St Paul Catholic Voluntary Academy the process to request a service is:

- Discussion with the Subject Lead to determine if a request is appropriate. If a request is deemed appropriate, the Subject Lead should complete a Post-results services: request, consent and payment form which is available from the Examinations Office/Examinations Officer

## 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)

St Peter and St Paul Catholic Voluntary 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 Appendix B)

Additional centre-specific actions:

St Peter and St Paul Catholic Voluntary Academy will only process Access to Script/Review of Results requests made by candidate, via the appropriate Head of Department. Requests made at the behest of the Head of Department alone will not be processed.

Once a candidate has requested a review, the Head of Department must complete a Post Results Services request form, available from the Exams Office as a hard copy or from the Examinations Officer as a digital

copy, and return the completed form to the Exams Office prior to the deadline given by the Examinations Officer (This date will be on the request form). This initial request will be for Access to Scripts to allow the Head of Department to see if the marking scheme had been applied correctly. The form **MUST** be signed by the candidate for their consent for the centre to access their script.

After the Head of Department has reviewed a candidate's script and discussed it with the candidate, the Head of Department can then request a review. This can be done by updating the original request form, available from the Examinations Officer, with a second signature from the candidate, or a separate form alongside the candidate's signature consenting to the review.

Review requests will be rejected if:

- The Head of Department believes that the paper was marked fairly in accordance with the marking scheme.
- The paper would not achieve a desired outcome after a review. For example, if a paper was 3 marks from a grade boundary but the Head of Department doesn't believe that the paper, upon review, would gain 3 marks.
- The desired outcome is not a grade 3-4 (D-C) change.

Any requests received that fall outside of the above, but include mitigating circumstances, for example a specific grade needed for a university course, will be considered on a case by case basis by the Examinations Officer, Examinations Manager and/or Head of Centre.

A candidate may request a review of results outside of the guidelines stated above, but the cost of the review would be required from the candidate/parents prior to submitting the request. The candidate/parents will need to be informed the reason why the review by the centre was rejected, of the costs of a review (including any change in costs if a grade change were to occur) and the potential for grades to be reduced upon a review of results request.

## Submitting requests

St Peter and St Paul Catholic Voluntary 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 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

St Peter and St Paul Catholic Voluntary 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:

- Contact via phone or e-mail informing them of the results and a copy of the outcome notification from the awarding body sent via e-mail or post.

Additional centre-specific actions:

As well as informing the candidate of the outcome, the Examinations Officer will record the outcome on a Review of Request tracker document and inform the Examinations Manager and Subject Lead from whom the request was made.

In the event of a grade change occurring from a Review of Results request, the Data Officer and Head of Centre will also be notified.

## **Managing disputes**

At St Peter and St Paul Catholic Voluntary 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 an application for a clerical re-check, a review of marking, a review of moderation or an appeal (GR 5.13)

Additional centre-specific actions:

Not Applicable

## **Changes 2025/2026**

(Updated) Under heading **Introduction** wording updated in relation to the JCQ post-results services currently available.

(Reformatted) Under heading **The arrangements for post-results services** insert fields reformatted and require updating on reviewing and updating this procedure.

## **Centre-specific changes**

Upon review in October 2025, no centre-specific updates or changes were applicable to this document.