



WREKIN

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

Wrekin College

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

Centre name	Wrekin College
Centre number	29360
Date procedures first created	02/10/2023
Current procedures approved by	Ben Smith
Current procedures reviewed by	Gemma Allen
Date of review	03/10/2025
Date of next review	25/09/2026

## Key staff involved in the procedures

Role	Name
Head of centre	Mr. Ben Smith
Senior leader(s)	Mr Ben Smith - Acting Headmaster Mr David Blackhan - Deputy Head Pastoral Mrs Cora Thurst - SENCo Mr Steve Morton - IT Manager and Safeguarding Mrs Amandeep Rathore - Head of Facilities
Exams officer	Mrs. Gemma Allen
Other staff (if applicable)	Mrs. Cora Thurst - Head of internal exams Dr Guy Roberts - Data Manager

These procedures are reviewed and updated annually to ensure that Wrekin College 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 Wrekin College 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:

Candidates are issued a digital copy of the exams handbook at October Half term week.

They are issued a physical copy of the handbook after before February Half term week.

All student will be informed about post results in the pre exam briefing.

Mr Ben Smith will issue a email reminder to both candidates and parents prior to exams.

## 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 Wrekin College:

- 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:

- Candidates are issued a digital copy of the exams handbook at October Half term week. They are issued a physical copy of the handbook after before February Half term week. All student will be informed about post results in the pre exam briefing. Mr Ben Smith will issue a email reminder to both candidates and parents prior to exams.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by [39].

[40]

## Dealing with requests

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

At Wrekin College the process to request a service is:

- A consent form must be completed and signed by the candidate. All sections including the cost need to be included. In extenuating circumstances Mr. Ben Smith can authorise, but still must have signed consent.

## 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)

Wrekin College 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:

Consent to be sort from all students before teacher can access scripts. All staff are required to check consent

before fulfilling request to look at scripts.

## Submitting requests

Wrekin College 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:

All requests to be monitored by Mrs. Gemma Allen - Exams officer. In exceptional cases a authorisation email from a personal email account will be acceptable to request post result services.

## Dealing with outcomes

Wrekin College 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:

- email - within 3 working days from the report being received.

Additional centre-specific actions:

After the response the candidate will be billed via their school account accordingly.

## Managing disputes

At Wrekin College any dispute/disagreement will be managed In accordance with the internal appeals policy to manage disputes when a candidate disagrees with a centre's decision not to support an application for a clerical re-check, a review of marking, or a review of moderation, or an appeal.

Additional centre-specific actions:

All students must get authorisation from the Head of Department or Mr. Ben Smith before requesting a service.

## 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

changes were applicable to this document. To increase access for international students not in the UK it has been decided - In exceptional cases a authorisation email from a personal email account will be acceptable to request post result services.