Access to Scripts, Reviews of Results and Appeals Procedures

Queensbury Special School

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Centre name	Queensbury Special School
Centre number	20222
Date procedures first created	24/10/2023
Current procedures approved by	Mr C. Wilson
Current procedures reviewed by	Sarah wolverson
Date of review	20/11/2025
Date of next review	30/11/2026

Key staff involved in the procedures

Role	**Name**
Head of centre	Mr C. Wilson
Senior leader(s)	Mr C. Wilson, Executive Head. Mrs Sherree Watkins, Head of Whole School & KS4. Mrs Bushra Adnan, Head of Post 16, Mr Adam Kearns, Associate Head of KS3, Mr. Nisar Khan, DSL, Mrs Catherine Swain, Pastoral Manager, Mr M Ali, Director of Learning, Mrs L Weston, Director of Learning, Ms H Dyer, Director of Learning, Ms S Ballinger, Director of Learning Ms M Brown, Teaching & Learning Lead, Mrs J Seager, SenCo
[41]	Sarah Wolverson
Other staff (if applicable)	Heads of Departments: Mr Mustamer Shah, Mathematics Mr Munsur Ali, Science, Humanities & PE Ms Molly Williams English Mrs Lucy Weston, Arts & Technology Mrs Kat Antas, Life Skills Mr D Dennis, Personal Development

These procedures are reviewed and updated annually to ensure that Queensbury Special 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 accordance with current requirements and regulations and reflects centre practice.

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 AS, A level and GCSE specifications. It is also available for Level 1, 2 and 3 Vocational Technical Qualifications, including 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 Queensbury Special 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:

discussions on results days/ after results issued/letter home

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 Queensbury Special 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:

- discussions on results days/ after results issued/letter home

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

End of Summer Season

Dealing with requests

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

At Queensbury Special School the process to request a service is:

- by completing a post results service form, giving consent and where required full payment, applications from the exams 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)

  (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)

Queensbury Special 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

Queensbury Special 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 organisations' 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

Queensbury Special 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 given a copy of the outcome notification from the Awarding Body either in person or via Royal Mail

Additional centre-specific actions:

not applicable

Managing disputes

At Queensbury Special School any dispute/disagreement will be managed by following the internal appeals policy

Additional centre-specific actions:

not applicable

Changes effective from 1 September 2026

(Updated) Under heading **Reviews of Results (RoRs)** updated the qualifications a Priority Service 2 (Review of marking) is available for.

(Amended) Reference to *A guide to the awarding bodies' appeals processes* amended to: A guide to the awarding organisations' appeals processes

Centre-specific changes

Upon review in November 2025 no centre specific changes were made