

Access to scripts, review of results and appeals procedures

Centre Name	Marylebone Boys' School
Centre Number	12380
Date procedure first created	01/09/2021
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Current procedure reviewed by	May Abdelrahman & Steven Raman
Current procedure approved by	Richard Ardron, May Abdelrahman & Steven Raman
Date of next review	September 2024

Key staff involved in the procedure

Role	Name
Exams Officer	Steven Raman
Senior leader	May Abdelrahman
Head of centre	Richard Ardron

This procedure is reviewed and updated annually to ensure that Marylebone Boys' 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.

Reference in these procedures to GR and PRS refer to the JCQ publications **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):

- ▶ 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 objective tests (multiple choice tests)
- ▶ Service 2 (Review of marking)
- ▶ Priority Service 2 (Review of marking) - This service is only available for externally assessed components of GCE A-Level specifications (an individual awarding body may also offer this priority service for other 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 the procedures is to confirm how Marylebone Boys' 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

- ▶ Email communication with candidates and parents
- ▶ Communication on the school website
- ▶ Communication in school newsletters

The arrangements for post-results services

- ▶ 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 Marylebone Boys' School candidates are informed of the arrangements for post-results services and the availability of senior members of centre staff immediately after the publication of results, after the end of the summer exams (GR 5.13)

Candidates are informed by:

- ▶ Email communication with candidates and parents
- ▶ Communication on the website
- ▶ Communication in school newsletters

Full details of post-results services, internal deadlines for requesting a service and the fees charged (where applicable) are provided by the Exams Officer and the SLT member responsible for exams on results day.

Dealing with requests

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

At Marylebone Boys' School the process to request a service is by completing a post-results service request, consent and payment form available from the Exams Officer.

Candidate consent

- ▶ Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results (GR 5.13)

Marylebone Boys' 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 or an access to scripts service 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 emails 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 emails from candidates to request and use their scripts for at least six months (PRS 6.2)

Submitting requests

Marylebone Boys' 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 publication Post-results services (GR 5.13)
- ▶ Submit requests for appeals in accordance with the JCQ publication 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 submissions of post-results services and regularly check the progress of the request online (PRS 4.5)

Dealing with outcomes

Marylebone Boys' 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 outcome notification from the awarding body.

Managing disputes

At Marylebone Boys' School 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 a clerical re-check, a review of marking, a review of moderation or an appeal (GR 5.13)