

# Access to Scripts, Reviews of Results and Appeals Procedures

Policy/Procedure creator: Charlotte Rheams & Florence Ellis

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| Centre Name                    | Leamington LAMP Ltd |
| Centre Number                  | 31114               |
| Date procedures first created  | 22/04/2022          |
| Current procedures reviewed by | Not Applicable      |
| Current procedures approved by | Not Applicable      |
| Date of next review            | October 2022        |

## Key staff involved in the procedures

| Role                        | Name                                      |
|-----------------------------|---|
| Exams officer               | Charlotte Rheams & Florence Ellis         |
| Senior leader(s)            | Pip Burley, Florence Ellis, Timothy Ellis |
| Head of centre              | Timothy Ellis                             |
| Other staff (if applicable) | Not Applicable                            |

These procedures are reviewed and updated annually to ensure that Leamington LAMP Ltd 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 these procedures is to confirm how Leamington LAMP Ltd 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 to parents & students when sent results

## The arrangements for post-results services

- Candidates must be made aware of the arrangements for post-results services before they sit any examinations (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 Leamington LAMP Ltd:

- 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, before they sit any examinations (GR 5.13)

Candidates are informed by email to parents and students upon results day

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 on results day

## Dealing with requests

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

At Leamington LAMP Ltd the process to request a service is by email to the Exams Officer and payment of the fee

## 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)

Leamington LAMP Ltd 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 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 6.2)

Additional centre-specific actions:

Not applicable

## Submitting requests

Leamington LAMP Ltd 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 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

Leamington LAMP Ltd will:

- (updated 2021/22) 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 Via email from the Exams Officer of the Awarding Body outcome

Additional centre-specific actions:

Not applicable

## Managing disputes

At Leamington LAMP Ltd any dispute/disagreement will be managed See internal appeals procedure for results .

Additional centre-specific actions:

not applicable