



016 Post Results Services Policy (Exams)

Walton-le-Dale High School

These procedures are reviewed and updated annually to ensure that Walton-le-Dale High 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 documents **General Regulations for Approved Centres** and **Post-Results Services**.

Centre Name	Walton-le-Dale High School
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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:

- Review of Marking (RoM)
- 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.
- 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

The purpose of these procedures is to confirm how Walton-le-Dale High 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 the school website, during assemblies and within the Exams Office in school.

The Arrangements

- 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 Walton-le-Dale High 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 assemblies, communication via Synergy prior to results day and on results day on collection of results.

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.

Requests

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

At Walton-le-Dale High School the process to request a service is to:

- 1) Complete the "Post Results Candidate Consent form" which gives your permission for your subject teacher(s) "Access to Script" (your exam paper).
- 2) Contact the school's Exams Officer to indicate that you would like your script to be reviewed and potentially submitted for a review of marking.
- 3) Once your script has been reviewed, you will be contacted by the Exams Officer and/or your subject teacher(s) to advise whether a Review of Marking (RoM) would be beneficial.

3a) If you are happy to proceed with the RoM, you will need to give us additional written consent (by email).

3b) If your teacher does not think it would be beneficial, then a Review of Marking will not be submitted by the school. If you do not agree with this decision and wish to go ahead with the submission against professional advice, then you can do so via school but this will be chargeable as per the exam board fees.

4) Once the RoM has been submitted, you will be notified by email and post of the outcome.

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)

Walton-le-Dale High 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 6.2).

Emails to and from school regarding Post Results Services will be sent from and should be sent to: resultsday@wldhigh.co.uk

Submitting requests

Walton-le-Dale High 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 submission of post-results services and regularly check the progress of the request online (PRS 4.5).

Outcomes

Walton-le-Dale High 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 email from resultsday@wldhigh.co.uk