



PEGASUS ACADEMY

Access to Scripts, Reviews of Results and Appeals 2022/23

Issue number:	001
Approved by:	Clare Benson
Date:	October 2022
Review date:	September 2023

This procedure is reviewed annually to ensure compliance with current regulations

Key staff involved in the procedure

Role	Name(s)
Head of centre	Andrew Landers
Exams officer	Clare Benson
Senior leader(s)	Andrew Landers, Mark Townley, Sarah Lawson, Karen Potter, Sonya Griffiths, Kim Buttery, Maxine Young
ALS lead/SENCo	Rachel Anslow

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 Pegasus Academy 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 issue of the Candidate Handbook in the Autumn Term and publication of the academy website

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 Pegasus Academy:

- 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/accessible 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 the issue of the Candidate Handbook in the Autumn Term and publication of the academy website
- 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 Pegasus Academy the process to request a service is to first discuss the options with a member of SLT. If the candidate decides to process, they must complete a post results consent form and submit this to the Exams Officer with the relevant fee by the deadline outlined on the Post Results Service document issued with the results.

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)

Pegasus Academy will:

- Acquire written candidate consent (also accepting informed consent via candidate email) in all cases before a request for a clerical recheck, 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)

Submitting requests

Pegasus Academy 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)

Dealing with outcomes

The Exams Officer will contact the candidate by email and/or telephone if a clerical re-check, review of marking, reviews of moderation and appeals result in a change in grade. We will not contact the candidate if there is no change to their grade following a post results service. Candidates can contact the Exams Officer if they would like an update on the outcome of a post result service.

Managing disputes

At Pegasus Academy 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).