

Appendix 2: access to scripts, reviews of results and appeals

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 Watford Grammar School for Girls 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. Candidates are issued with a letter and form to request reviews before they receive their exam results. Copies of the form are available on the day of exam results for candidates to fill out and also copies are held in the Exams Department office.

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 Watford Grammar School for Girls:

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 being told in assemblies and given information prior to receiving their exam 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 Department before candidates receive their exam results and on the day the candidates collect their exam results.

Dealing with requests

All post-results service requests from internal candidates must be made through the centre (GR 5.13) At Watford Grammar School for Girls the process to request a service is the candidates fill out the form provided and make a payment to either their ParentPay account or through the school's bank account, all information is provided on the form with deadline dates and amounts due.

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)

Watford Grammar School for Girls 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)

Submitting requests

Watford Grammar School for Girls 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

Watford Grammar School for Girls 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 from the exam boards.

Managing disputes

At Watford Grammar School for Girls 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 an application for a clerical re-check, review of marking, review of moderation or an appeal.