Post-Results Services Procedure

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	31 October 2026
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Examinations Manager	Tania Taylor

These procedures are reviewed and updated annually to ensure that The Roundhill 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 accordance with current requirements and regulations and to ensure that candidates, parents and staff of The Roundhill Academy are aware of the procedure. This procedure is managed in accordance with current requirements and regulations following the JCQ document **Post Results Services** and the **General Regulations for Approved Centres.**

To be read in conjunction with:

- Internal Appeals Procedure (Review 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)

Centres may request copies of scripts to support:

- reviews of marking; and/or
- 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) (For multiple choice tests only, Service 1 re-checks can be requested)
- 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 Technical Qualifications, including T levels.
- Priority Service 2 (Review of marking): This service is available for externally assessed components of both unitised and linear GCE A level specifications. It is also available for Level 3 Vocational Technical Qualifications (For NCFE this service only applies to T levels)
- 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 of the procedures

The purpose of these procedures is to confirm how The Roundhill 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 candidate handbook issued in March.
- On the school website
- Prior to results day via email to parents/carers and candidates

In accordance with the procedures laid down by the awarding bodies The Roundhill Academy provides staff and students with the facility to request particular services following the publishing of results and within the published deadlines.

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 The Roundhill 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 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)

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the Examinations Manager prior to examinations commencing and before results day. A reminder is issued on results day.

Dealing with requests

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

At The Roundhill Academy the process to request a service is:

- To contact the Examinations Manager who will provide a form and details of the fees and how to pay them.

- A list of fees will be published by the Examinations Office during the summer term and in the Examinations Handbook issued to students. The fees and details will be issued again with results and will be emailed to staff and students.

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)

(As applicable, it will be ensured that any private candidates are made aware that all post-results service requests can be made directly through the relevant awarding body)

The Roundhill Academy 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 Appendix B)

Submitting requests

The Roundhill 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 document **Post-results services** (GR 5.13)

- Submit requests for appeals in accordance with the JCQ document **A guide to the awarding organisations' 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 Roundhill Academy 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 once the outcome notification is received from the awarding body.

Managing disputes

At The Roundhill 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 an application for a clerical re-check, review of marking, review of moderation or an appeal (GR 5.13).

Requests that staff and students can make:

- Clerical check
- Review of results
- Review of results and return of photocopy script
- Return of a photocopy of the script

Clerical check (service 1)

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome should be received in 10 calendar days. The marking of your script will not be reviewed.

Review of marking (service 2)

This is a review of the original marking to ensure that the mark scheme has been applied correctly. The centre recommends that any candidate considering a review of marking, requests a copy of their marked script first

A marking error can occur because of:
- An administration error
- A failure to apply the mark scheme where a task has only a 'right' or 'wrong answer'
- An unreasonable exercise of academic judgement

A trained reviewer will review the paper accurately and consistently. Reviewers will not re-mark the script – only correct errors identified in the original marking.

The outcome will be notified in 20 calendar days.

There are three possible outcomes following a review:
1. The mark and grade can be confirmed
2. The mark and grade can be lowered
3. The mark and grade can be raised

The result of any review will replace the mark and grade originally awarded. As this could result in a mark and grade being lowered, such a request must be considered carefully.

Review of marking and return of photocopy script

When requesting a review it is possible to request a copy of the reviewed script. The copy script will be returned after the review has been carried out and the outcome advised. There could be a delay in receiving the copied script.

Review of moderation (re-moderation - service 3)

A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

This is a review of the original sample of work moderated to ensure that the assessment criteria has been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. Trained reviewers will conduct reviews of moderation accurately and consistently.

Written candidate consent is not required for a review of moderation. Candidates' marks may be lowered but their published subject grades will not be lowered in the series concerned. However, a lowered mark may be carried forward to future certification.

If a centre's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service is not available.

Outcomes will be received up to 35 days after the reviewer has received the original sample of work.

Request the return of a copy of the script (ATS)

Centres may request copies of scripts to support:

- Reviews of marking; and/or
- Teaching and learning

All requests must be made within a short period of time of the publishing of results. Generally it is four weeks from the issue of results for any review service. The dates will be published with personal examination timetables and again on results day.

If you wish to proceed with a request you must speak to the Examinations Office as soon as possible after the release of results, who will advise you and inform you of any deadlines that must be met.

Requests can only be processed by the Examinations Manager once written permission has been granted by the candidate.

Where teachers wish to use a candidate's script for teaching and learning purposes, permission will be sought from the candidate. Candidates who grant their permission for scripts to be used have the right to anonymity of their scripts before use.

The centre will always recommend that candidates use the access to scripts service before applying for a review of marking. Whenever possible teaching staff will review scripts to enable an informed decision to be made by the candidate prior to requesting a review of marking.

Payment for post results services

- Payment can be made through the BEP Finance Office. Details will be provided when a post results service is requested.

Results Day

The Roundhill Academy will ensure that senior members of staff and the careers advisor are available on results day and the following day to support students with decisions regarding post results services, re-sits and careers/progression to the next phase of education.