



Co-op Academy
Leeds

Access to Scripts, Reviews of Results and Appeals

Coop Academy Leeds

Access to Scripts, Reviews of Results and Appeals

Centre Name	Coop Academy Leeds
Centre Number	37653
Date policy first created	28/09/2023
Current policy approved by	Natalie Jones
Current policy reviewed by	Natalie Jones
Date of next review	01/09/2024

Key staff involved in the policy

Role	Name
Head of Centre	Natalie Jones
Senior leader(s)	Emma Pearson/Deborah Barnett
Exams officer	Samantha Walker
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that Coop Academy Leeds 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 Coop Academy Leeds 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 a student information on exams booklet, and an A-Z exams pocket guide in the autumn/spring term. We also signpost on the school 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 Coop Academy Leeds:

- 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 letter sent out prior to the release of results, assemblies being held and student information exams booklets that are given out throughout the year will full exam information in them.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Samantha Walker, Exams Officer on results day following the release of results..

Dealing with requests

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

At Coop Academy Leeds the process to request a service is to complete an EAR form that will be included within their results envelope for their consideration.

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)

Coop Academy Leeds 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

Coop Academy Leeds 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

Coop Academy Leeds 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 phone call in the first instance if a contact number is available for them. They would also be sent a letter along with the phone call attempt.

Additional centre-specific actions:

Not applicable.

Managing disputes

At Coop Academy Leeds 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, a review of marking, a review of moderation or an appeal (GR 5.13).

Additional centre-specific actions:

Not applicable.

Changes 2023/2024

No changes applicable.

Centre-specific changes

Upon review in September 2023, no centre-specific updates or changes were applicable to this document.