



Emerson Park Academy

Exam Procedure: Requests for Post Results Services and Appeals

2024/25

Centre No. 12821

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	November 2025

Key staff involved in the complaints policy

Role	Name(s)
Head of centre	Mr S McGuinness
Senior leader(s)	Mrs K Blaize Mr M Hope Mr J Maguire Mr N Giles Ms N Heatley Mr S Thurley Ms C Amponsah
Exams officer	Mrs T Whiting

These procedures are reviewed and updated annually to ensure that Emerson Park 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.

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 Emerson Park Academy deals with candidate 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 Student Guide to Examinations and Assessments
- EPA Website
- Emails to parents
- Student assembly

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 Emerson Park 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)
 - Details of these procedures are made widely available and accessible to all candidates by Student Guide to Examinations and Assessments
 - EPA Website
 - Emails to parents
 - Student assembly

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 Officer Prior to results day, the Exam Officer will email parents a details list of services, fees and the procedure for all post results services.

Students will also be handed this information on the last day of the exams and further details will be put in provisional results envelopes.

Dealing with requests

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

At Emerson Park Academy the process to request a service is to request a form from the Examinations Officer.

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)

Emerson Park 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 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

Emerson Park 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

Emerson Park 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 Candidates and parents (with candidate permission) will be notified the outcome via email.

Additional centre-specific actions:

If a candidate's grade has changed as a result of a review, they will be issued with an amended statement of results.

Managing disputes

At Emerson Park 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, a review of marking, a review of moderation or an appeal (GR 5.13).