

Enquiries about Results Procedures

Aylesbury High School

| | |
|--------------------------------|-----------------------|
| Centre name | Aylesbury High School |
| Centre number | 52105 |
| Date procedures first created | 05/07/2024 |
| Current procedures approved by | Mrs Caroline Wilkes |
| Current procedures reviewed by | Ritu Tripathy |
| Date of next review | 05/07/2025 |

Key staff involved in the procedures

| Role | Name |
|-----------------------------|---------------------|
| Head of centre | Mrs Marieke Forster |
| Senior leader(s) | Mrs Caroline Wilkes |
| Exams officer | Ritu Tripathy |
| Other staff (if applicable) | |

Access to Scripts, Reviews of Results and Appeals

These procedures are reviewed and updated annually to ensure that Aylesbury High School 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 Aylesbury High School 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 A website post about post-result services under curriculum> exams section.

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 Aylesbury High School:

- 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)

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) please check the website post about post-result services under curriculum> exams section 2 weeks prior to the results day until the final deadline to apply for reviews of marking, etc has passed.

Dealing with requests

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

At Aylesbury High School the process to request a service is: the candidate should complete a Post-results services application form and make the payment for requested service.

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)

Aylesbury High School will:

- Acquire written candidate consent (accepting informed consent via hardcopy forms) 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:

EO to keep a record of all post result services and their outcome. Update the marks/grade changes in student records.

Submitting requests

Aylesbury High School 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: NA

Dealing with outcomes

Aylesbury High School 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 notification from the awarding body, etc.

Additional centre-specific actions: NA

Managing disputes

At Aylesbury High School 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:NA

Changes 2023/2024

No changes applicable.

Centre-specific changes: NA