WEST HATCH HIGH SCHOOL

Post Results Procedure

Policy date:	October 2026
Policy to be reviewed on:	October 2027
Signed	

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 West Hatch 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 the issue of a Candidate Exam Handbook in the Spring Term. Via covering emails when sending exam timetables/results.

Signposts to policies and information available 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 West Hatch 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 are provided by the exams officer on results day.

Dealing with requests

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

At West Hatch High School, the process to request a service is by completing a request form sent with results. Payment to be made following the instructions provided.

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)

West Hatch High School will:

Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a clerical recheck, 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:

Request forms include a candidate declaration which gives consent to the centre.

Submitting requests

West Hatch 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 postresults services and regularly check the progress of the request online (PRS 4.5)

Additional centre-specific actions:

Log all requests on the internal Post results service tracker.

Dealing with outcomes

West Hatch 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 the outcome reported by the awarding body.

Managing disputes

At West Hatch High School any dispute/disagreement will be managed in accordance with the internal appeals procedure.