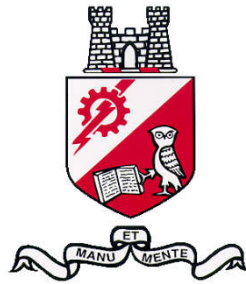


WEST HATCH HIGH SCHOOL



Post Results Procedure

Policy date: October 2025

Policy to be reviewed on: October 2026

Signed

Schaefer. ✓

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Post-Results Service Policy – 2025 edition

1. Purpose

This policy outlines the procedures followed by West Hatch High School for post-results services offered by awarding bodies in the event of queries about external examination results. It ensures compliance with the JCQ guidance for the June 2025 and November 2025 series and reflects centre practices for candidate consent, deadlines, fees, appeals and access to scripts. This will be updated when new guidance is released for the next cycle of external examinations.

2. Scope

This policy applies to all external qualifications undertaken at the centre, including (but not limited to) GCSE, GCE AS/A-level, Level 1/2/3 Vocational/Technical Qualifications as covered by the JCQ document. [JCQ Joint Council for Qualifications](#)

3. Responsibilities

- The Head of Centre or designated senior lead for examinations is responsible for ensuring that the policy is implemented and that staff, candidates and parents/carers are aware of procedures and deadlines.
- Exams Officer and the exams team will manage the administrative process of post-results services, liaise with awarding bodies, record candidate consent and keep relevant documentation for at least six months after outcome. [J](#)
- Subject teachers and Heads of Department will support candidates by discussing results, the possibility of reviews, and implications (especially for university/college applications).

4. Candidate Information and Consent

- Candidates will be given written information and guidance in advance of results announcement of the options available (clerical re-check, review of marking, review of moderation, access to scripts) and the associated implications (including that marks/grades may go down).
- Written consent is required from candidates **after** results are issued for:
 - Clerical re-check (Service 1)
 - Review of marking (Service 2)
 - Where the centre initiates a review of a cohort's marking. Failure to obtain this consent is considered centre malpractice under JCQ. [J](#)
- Written consent is *not* required for review of moderation (Service 3) though candidates must be informed of the risk of mark down affecting future certification.
- For access to scripts, candidates must give prior written permission (after results) for the centre to request and use their scripts.
- Consent forms must be retained securely by the centre for at least six months following the outcome of the service (or any subsequent appeal).

5. Deadlines & Fees

- The centre will adhere strictly to the published key dates and deadlines for the June 2025 and November 2025 and future external examinations series set by awarding bodies and published in the JCQ guidance.
 - For example: for the June 2025 series, the deadline for all reviews of results (RoRs) is **25 September 2025** unless otherwise stated
 - For the November 2025 GCSE series, the deadline is **12 February 2026**.
- The centre will publish and communicate to candidates the fees charged by awarding bodies for each service, and whether the centre will subsidise or pass the fee to the candidate. The centre will clearly inform candidates of any fee liability before consent is obtained.
- The centre will process requests via the awarding bodies' online systems (extranet) or as directed where online is not possible. Paper requests will only be accepted where explicitly allowed by the awarding body.

6. Submission of Requests

- Only authorised centre staff may submit requests on behalf of internal candidates. Private candidates must be formally identified in the centre's entry data and may submit via the centre or directly to the awarding body (if permitted).
- Requests must be submitted by the published closing deadline for the relevant series/component. Late requests will normally not be accepted.
- Where the centre has concerns about the marking of an entire cohort, it must make the review request covering all relevant candidates in that component/subject to enable the awarding body to make a holistic investigation.

7. Outcomes & Appeals

- The centre will inform candidates of the possible outcomes of a review (mark/grade may be lowered, upheld or raised).
- Where a review results in a grade change and a certificate has already been issued, the centre must return the certificate to the awarding body for replacement.
- The centre will maintain a published internal appeals procedure available to candidates (and parents/carers) when the centre declines to request a review or where the candidate disagrees with the decision.
- Appeals to awarding bodies must only be raised after the outcome of a review and must state clear grounds for appeal.

8. Access to Scripts

- The centre will make the option of accessing scripts available to candidates and will obtain written candidate permission before requesting scripts.
- Scripts may only be viewed by teaching staff in the centre or returned directly to the candidate.
- The centre will ensure that scripts used for teaching and learning are disposed of confidentially when no longer required.
- The service is not always available for all qualifications (for example some technical qualifications) — the centre will check awarding body policy.

9. Data Retention & Documentation

- All documentation related to post-results services (consent forms, submission records, communications with awarding bodies, outcomes) will be retained for at least six months after the outcome of the service (or any appeal) as required by JCQ.
- The centre will treat access to scripts and reviews of marking in accordance with data protection principles. Candidate anonymity should be preserved unless permission is given otherwise (especially for scripts used for teaching).

10. Communication

- Results day: Senior staff will be available to discuss results with candidates immediately after results are issued and will explain the options for post-results services, deadlines, fees and consent.
- Candidates and their parents/carers will receive a written summary of the post-results services process and key dates at results issue and will also be directed to the awarding bodies' websites and the JCQ guidance.
- The centre will advise candidates (especially those with university/college offers) to inform their chosen institution that a review of results has been requested, so that the offer can potentially be held open pending outcome.

Appendix A – Candidate consent form: Clerical re-checks / Reviews of marking / Appeals

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Candidate consent form

Centre Number	16807
Centre Name	West Hatch High School
Candidate Number	
Candidate Name	
<u>Details of Review</u>	
Awarding body (exam board)	
Qualification (GCE, GCSE, BTEC etc)	
Subject Title	
Component / Unit Title/ Code	

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me 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 for this subject.

Signed: _____ Date: _____

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

Appendix B – Candidate consent form: Access to Scripts – Candidate consent form for access to and use of examination scripts

Candidate consent form for access to and use of examination scripts

Centre Number	16807
Centre Name	West Hatch High School
Candidate Number	
Candidate Name	
<u>Details of Review</u>	
Awarding body (exam board)	
Qualification (GCE, GCSE, BTEC etc)	
Subject Title	
Component / Unit Title/ Code	

I consent to my scripts being accessed by my centre.

Tick **ONE** of the boxes below:

If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.

If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: _____ Date: _____

This form should be retained on the centre's files for at least six months.