

The Independent Schools of King Edward VI

Post Results Services Procedures

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These procedures are reviewed and updated annually to ensure that The Independent Schools of King Edward VI 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):
 - o Copies of scripts to support reviews of marking. Candidates may request a copy of their scripts. Candidates will be provided with an electronic copy of their

script once payment has been received. Heads of Department may be consulted on next steps if the result is one or more grades below that expected, typically one or more grades below the result obtained in the mock/trial examinations; otherwise, next steps decisions are the responsibility of the candidate. Parents should be informed that teachers are not examiners and can only offer an opinion regarding seeking any post results service.

o Copies of scripts to support teaching and learning. All candidates will be asked to provide consent via a Microsoft Form. Heads of Department can use the anonymised scripts in teaching and learning and for further development of the curriculum.

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 The Independent Schools of King Edward VI deal 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 email and in paper format if students pick up their results in person.

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 The Independent Schools of King Edward VI:

- 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 email.
- Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) 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 The Independent Schools of King Edward VI the process to request a service is by arranging an appointment with the exams officer who will discuss the matter and provide the necessary paperwork for completion.

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)

The Independent Schools of King Edward VI 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)

Submitting requests

The Independent Schools of King Edward VI 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

The Independent Schools of King Edward VI 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 who have left school will be emailed a copy of the awarding bodies outcome letter and candidates who still attend school will be provided with a paper copy in person.

Managing disputes

At The Independent Schools of King Edward VI any dispute/disagreement will be managed in accordance with school policy. It may be worth re-iterating here that in theory there should be no disputes/disagreements as all requests by students are processed.

Post request

Once the outcome of a review has been issued, no further requests for a review of marking or moderation can be submitted. (GR 4.4.12)