



**Procedures for how the centre  
will deal with candidates'  
requests for access to scripts,  
clerical re-checks, reviews of  
marking, reviews of  
moderation and appeals to the  
awarding bodies**

St Thomas More Catholic Academy

## Procedures for how the centre will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies

Centre name	St Thomas More Catholic Academy
Centre number	30570
Date procedures first created	24/11/2025
Current procedures approved by	Mr P Shufflebotham
Current procedures reviewed by	Mr P Shufflebotham
Date of review	24/11/2025
Date of next review	24/11/2026

## Key staff involved in the procedures

Role	Name
Head of centre	Mr M Rayner
Senior leader(s)	Mr M Rayner, Mr P Shufflebotham, Mrs E Todd, Mrs E Pycroft, Mrs K Nuttall, Mrs T Leese, Mrs A Bradbury Miss S Beasley (Associate Assistant Head);
Exams officer	Marion Thompson
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that St Thomas More Catholic 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 documents **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)

Centres may request copies of scripts to support:

- reviews of marking; and/or
- teaching and learning

Requests must be submitted online via the awarding bodies' extranet sites.

Information on deadlines for Access to Scripts is found on awarding bodies' websites.

### Reviews of Results (RoRs)

- Service 1 (Clerical re-check): This is the only service that can be requested for multiple choice tests
- Service 2 (Review of marking): This service is available for externally assessed components of both unitised and linear GCE AS, A-level and GCSE specifications. It is also available for Level 1, 2 and 3 Vocational and Technical qualifications.
- Priority Service 2 (Review of marking): This service is available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical qualifications. For NCFE this service only applies to T-levels.
- Service 3 (Review of moderation): A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample

Requests must be submitted online via the awarding bodies' extranet sites.

### 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 St Thomas More Catholic 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 compliance with JCQ regulations (GR 5.13).

Details of these procedures are made widely available and accessible to all candidates by:

letter before results'

day, via the 'Exam

Handbook for Students' issued to all students before exams. Details posted on web site

## 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 St Thomas More Catholic 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 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:

- Details on the school web site
- Student Exam Handbook
- Exam assembly
- Information sent to students, including parents/carers

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by SLT and the Exams Officer.

This information is made available to students and centre staff on results day

## Dealing with requests

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

At St Thomas More Catholic Academy the process to request a service is:

- by completing the appropriate ATS or PRS consent form and payment details available from the Exams 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)

St Thomas More Catholic 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 request 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 Appendix B)

Additional centre-specific actions:

Centres

must submit applications on-line via the awarding bodies' extranet sites by the published deadline set by awarding bodies. Requests after the published deadline date will not be accepted.

As

with review of marking, candidate permission must be received before any applications are submitted for the ATS.

## Submitting requests

St Thomas More Catholic 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 document **Post-results services** (GR 5.13)
- Submit requests for appeals in accordance with the JCQ document **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:

Copies of scripts for Teaching and Learning:

Centres must submit applications on-line via the awarding bodies' extranet sites by the published deadline. As with review of marking, candidate permission must be received prior to any application being submitted.

## Dealing with outcomes

St Thomas More Catholic 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 will be emailed the outcome, or if returned to Sixth Form, informed directly.

Additional centre-specific actions:

N/A

## Managing disputes

At St Thomas More Catholic Academy any dispute/disagreement will be managed

Any dispute will be dealt with in accordance with the internal appeals procedure when a candidate disagrees with a centre's decision not to support an application for PRS.

Additional centre-specific actions:

## **Changes 2025/2026**

(Updated) Under heading **Introduction** wording updated in relation to the JCQ post-results services currently available.

(Reformatted) Under heading **The arrangements for post-results services** insert fields reformatted and require updating on reviewing and updating this procedure.

## **Centre-specific changes**

N/A