



BROOK MEAD
ACADEMY

**ACCESS TO SCRIPTS, REVIEWS OF RESULTS
AND APPEALS PROCEDURE POLICY**

Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Principal will take a key role in monitoring and evaluating the policy. The policy along with other academy policies will be available on the academy website. The Academy Council will review the policy annually and assess its implementation and effectiveness.

Version:	1.1
Date created:	September 2024
Author:	Exams Manager
Ratified by:	Principal
Date ratified:	October 2025
Review date:	October 2026

Revision History:

Version:	Date:	Author:	Summary of changes:
1.0	September 2024	Exams Manager	New policy
1.1	October 2025	Vice Principal	Additions to the list of key staff involved

Key staff involved in the policy

Key staff involved in the policy- Senior leader(s) Role	Name(s)
Head of Centre	Rita Hindocha
Principal	Rita Hindocha
Vice Principal, Curriculum and Assessment	Gemma Bartlett
Assistant Principal, Behaviour	Holly Walker
Assistant Principal, Safeguarding and Attendance	Siobhan Evans
Academy Manager	Sajeda Macadam
Assistant Principal, Teaching and Learning	Daniel Hardy
Assistant Principal, Personal Development	Jade Morgan
ALS Lead/SENDCo	Monal Pancholi
Exams Manager	Saima Shah
Assistant Principal, Achievement and Inclusion	Adam Glover
Assistant SENDCo (Level 7 Qualified Assessor)	Sabeeqa Zamir

These procedures are reviewed and updated annually to ensure that Brook Mead 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 publications General Regulations for Approved Centres and Post-Results Services.

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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.
- If the script returned is the original, further post results services requests can no longer be made.

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 Brook Mead 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:

- the issue of a Candidate Exam Handbook in the autumn/spring term/signposts on the school/college website,
- and or informed by letter which is given to or emailed families.
- All relevant exam policies being available on the school website
- All relevant information handed to scholars and e-mailed to parents.

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 Brook Mead 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/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 the issue of a Candidate Exam Handbook in the autumn/spring term/signposts on the school/college website, and or informed by letter which is also emailed to families.

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/following the issue of results.

Dealing with requests

- All post-results service requests from internal candidates must be made through the centre (GR 5.13)
- At Brook Mead Academy the process to request a service is by completing a Post-results services: request, consent and payment form available from the exams officer

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)

Brook Mead 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 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).

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation.
- Consult the moderator's report/feedback to identify any issues raised.
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available.
- Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample.

Submitting requests

Brook Mead 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 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

Brook Mead 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 being emailed a copy of the outcome notification from the awarding body and/or handed the decision in person.

Managing disputes

At Brook Mead Academy 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).

Centre-specific changes

Upon review of the October 2025 policy no centre specific changes have been made.

FOR CENTRE USE ONLY

Date received

Reference No.

Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.
- Appeal against the Centre's decision relating to access arrangements or special consideration.
- Appeal against the Centre's decision relating to an administrative issue.

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

- Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking.
If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Further guidance to inform and implement appeals procedures

JCQ publications

- General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres – Informing candidates of their centre assessed marks <https://www.jcq.org.uk/exams-office/non-examination-assessments>
- Suspected Malpractice: Policies and Procedures <https://www.jcq.org.uk/exams-office/malpractice/>
- Access Arrangements and Reasonable Adjustments <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>
- A guide to the special consideration process <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>