

# **Access to Scripts, Reviews of Results and Appeals Procedures 2025/26**

The Basildon Upper Academy

## Access to Scripts, Reviews of Results and Appeals Procedures 2025/26

Centre name	The Basildon Upper Academy
Centre number	16133
Date procedures first created	09/10/2025
Current procedures approved by	Rebecca Rees
Current procedures reviewed by	Sophie Rowe
Date of review	09/10/2025
Date of next review	09/10/2026

### Key staff involved in the procedures

Role	Name
Head of centre	Rebecca Rees
Senior leader(s)	Sharon Szuskiewicz
Exams officer	Sophie Rowe
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that The Basildon Upper 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 The Basildon Upper 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:

issuing students with an post

exams booklet prior to the relevant exam series. This information is also advised by teachers to students before their

exams so when their results are issued, they will know the process in case they would like to have a review of marking,

or appeal. Information is also freely available to candidates on the school website.

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## 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 Basildon Upper 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:

- their teachers, before the examination process on how they can apply for a review of marking, appeal or have access to their marked script. On results day, we prompt the students to go and see their teachers to see if they are eligible for a post-results service and whether they recommend it.

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

This is made available 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 Basildon Upper Academy the process to request a service is:

- students are given request forms when they receive their results, so that if they would like to request a service, then it can be done as soon as possible. Once the form is complete, students can give these to reception, or their teachers, who will then relay the information and forms onto the exams officer, ready to be processed.

## 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)

The Basildon Upper 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:

not applicable

## Submitting requests

The Basildon Upper 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:

not applicable

## Dealing with outcomes

The Basildon Upper 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:

- by letter. There will be a letter from the exams officer outlining the awarding bodies outcome, along with contact details, and the next steps if the candidate disagrees with the outcome. Enclosed will be a statement from the awarding body, that will be detailed with the outcome

Additional centre-specific actions:

The exam officer states that if the student has any further questions or concerns, to get in contact. Cobntact details are stated in the letter.

## Managing disputes

At The Basildon Upper Academy any dispute/disagreement will be managed

in accordance with the internal

appeals procedure to manage disputes when a candidate disagrees with the centre decision. The student will be able to take this up with a teacher, the information will then be relayed to the exams officer to take further

action.

Additional centre-specific actions:

not applicable

## **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**

Upon review in October 2025, there have been no centre specific changes for the academic year 2025/26.