



Appendix 12 – Access to Scripts, Reviews of Results and Appeals Procedures 2021/22

Next review: Autumn 2022

This procedure has been produced in accordance with the JCQ General Regulations (5.13) Westborough High School is committed to ensuring all candidates have access to the full range of post-results services offered by the awarding bodies.

Reviews of Results

- ▶ All requests for reviews of results should firstly be directed to the Team Leader for the particular subject. Once agreed the request must be submitted to the Examinations Officer no later than the 20 September.
- ▶ Any requests for reviews of results that are not agreed by the Team Leader of the particular subject will not be processed until appropriate payment (fees vary between awarding bodies) has been agreed and received.
- ▶ Requests for enquiries about results will only be actioned on receipt by the Examinations Officer of a fully completed candidate consent form signed by the candidate (or with the candidate's e-mail consent attached).
- ▶ If the outcome of a candidate's review of results is a change of grade which negates the fee, the Examinations Officer will arrange for the appropriate fee to be reimbursed to the candidate if they have made payment.
- ▶ The school will inform the candidate as soon as possible about the outcome of an enquiry about results.

Access to Scripts

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components, orals or audio/video tapes.

A candidate has a right to instruct their centre not to request their scripts.

- ▶ Team Leaders or candidates may request scripts to support reviews of marking. Candidates must sign the Access to Scripts consent form, so their scripts can be accessed by the centre, and also indicate whether they would like the right to anonymity. Requests must be submitted to the Examinations Officer 6 days after the publication of GCSE results.
- ▶ Team Leaders may request scripts to support teaching and learning. Candidates will be contacted for their written consent as above, and signed requests must be submitted to the Examinations Officer by the 27th September.
- ▶ Any requests made directly by a candidate (i.e. not requested by the Team Leader, will only be actioned on receipt by the Examinations Officer of appropriate payment (fees vary between awarding bodies).
- ▶ The school will forward the script/s requested directly by candidates as soon as possible on receipt.

Appeals to the Awarding Bodies

This formal appeals procedure is for use in cases where the centre or candidate is dissatisfied with examination results following the outcome of the enquiry about results process. Appeals should focus on whether the awarding body:

- a. has used procedures that were consistent with regulatory requirements;
- b. has applied its procedures properly and fairly in arriving at judgements;

Appeals can only be accepted by awarding bodies by the Head of Centre on behalf of a candidate, therefore the decision whether to appeal is subject to the outcome of the original appeal to the centre against the school deciding not to request an enquiry about results. See the Internal Appeals Procedure for further information.