Access to Scripts, Reviews of Results and Appeals Procedures 2026-27

John Flamsteed Community School

Access to Scripts, Reviews of Results and Appeals Procedures 2026-27

Centre name	John Flamsteed Community School
Centre number	23214
Date procedures first created	12/10/2026
Current procedures approved by	Mrs T Stockley
Current procedures reviewed by	Mrs T Stockley
Date of review	12/10/2026
Date of next review	01/10/2027

Key staff involved in the procedures

Role	**Name**
Head of centre	Mrs H Frost-Briggs
Senior leader(s)	Mrs J Teal-Hardy Mrs T Stockley Mr D Penman Mrs J Barlow Mr I Hampton
Exams Officer	Mrs N Hyde-Moxon
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that John Flamsteed Community School 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 and reflects centre practice.

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) (For multiple choice tests only, Service 1 re-checks can be requested)
- 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 Technical Qualifications, including T levels.
- 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 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 John Flamsteed Community School 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 Student Exam Handbook in the autumn/spring term,
assemblies,
by letter to parents/carers and via information published on the school website

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 John Flamsteed Community School:

- 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:

- the issue of a Student Exam Handbook in the autumn/spring term,
  assemblies,
  by letter to parents/carers and via information published on the school website

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.

his information is made available to candiates and centre staff 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 John Flamsteed Community School the process to request a service is:

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  - Deputy
    Headteacher / Senior members of staff / Exams Officer present on results day
    for any questions regarding post results services from
    candidates/parents/carers
  - Candidates
    can email stockleyt@jfcs.org.uk / hyde-moxonn@jfcs.org.uk with questions regarding post results services
  - Heads
    of Departments to provide DHT with any information requested to support
    decisions regarding post results services in their subjects.
  - DHT
    to liaise with Exams Officer to action any post results service requests

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)

John Flamsteed Community School will:

- Acquire written candidate consent 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 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 from candidates to request and use their scripts for at least six months (PRS Appendix B)

Additional centre-specific actions:

Not applicable

Submitting requests

John Flamsteed Community School 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 organisations' 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

John Flamsteed Community School 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 sent a letter detailing the outcome notification from the awarding body

Additional centre-specific actions:

Not applicable

Managing disputes

At John Flamsteed Community School 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

Additional centre-specific actions:

Not applicable

Changes effective from 1 September 2026

(Amended) Reference to *A guide to the awarding bodies' appeals processes* amended to: A guide to the awarding organisations' appeals processes

(Corrected 16/10/2026) There is no change to the wording under heading **Reviews of Results (RoRs)** for the qualifications a Priority Service 2 (Review of marking) is available for.

Centre-specific changes

No centre-specific updates or changes were applicable to this document