



Access to scripts, Reviews of Results and Appeals Procedures 2025 to 2026

Thomas Hall School

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Centre name	Thomas Hall School
Centre number	54214
Date procedures first created	02/11/2023
Current procedures approved by	Phil Arnold
Current procedures reviewed by	Michelle Spiess
Date of next review	01/09/2026

Key staff involved in the procedures

Role	Name
Head of centre	Phil Arnold
Senior leader(s)	Phil Arnold, Helen Towler-Williams, Charlotte Webster
Exams officer	Michelle Spiess
Other staff (if applicable)	Helen Wavish and Beth Drew

These procedures are reviewed and updated annually to ensure that Thomas Hall 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.

Reference in these procedures to GR and PRS refer to the JCQ publications **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):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning **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 Thomas Hall 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 Issue of guidance prior to the exams.

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 Thomas Hall 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/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 Michelle Spiess or Charlotte Webster.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Michelle Spiess as appropriate throughout the exam season, for example, pre-exams, results days, during the re-mark process, etc..

Dealing with requests

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

At Thomas Hall School the process to request a service is Submit a request by email or in writing to Michelle Spiess. Senior Leadership Team will then assess the request and proceed as appropriate.

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)
Thomas Hall School 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)

Additional centre-specific actions:

Not applicable.

Submitting requests

Thomas Hall 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 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)

Additional centre-specific actions:

Not applicable.

Dealing with outcomes

Thomas Hall 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 a letter via email.

Additional centre-specific actions:

Not applicable.

Managing disputes

At Thomas Hall School any dispute/disagreement will be managed in collaboration with the Senior Leadership Team who will communicate decisions relating to appeal decisions.

Centre-specific changes

Access to Scripts – Teacher Initiated

Subject teachers will review each student's marks. If they believe it is appropriate to request access to the exam script, the Exams Officer will contact parents via email. If they agree, they will ensure their child completes and returns the attached 'Access to Scripts' consent form. This service is free of charge.

Review of Marking – Teacher Recommended

If, after reviewing the script, the teacher feels a re-mark is necessary, the parents will receive another email from the Exams Officer. If they agree, they need to return the completed 'Remark' consent form as soon as possible. The school will cover the cost, but please note that grades can go down as a result of this review.

Access to Scripts - Parent/Student Requested

If the parents or child would like to request access to exam scripts independently, they need to email the school with the signed 'Access to Scripts' consent form within 3 days of results day. This service is also free of charge if done within the timeframe of 3 days.

Review of Marking – Parent/Student Requested

If the parents or child wish to request a remark without waiting for a teacher's recommendation, they can send the completed 'Remark' consent form to the school within 7 days of results day. This service incurs a fee per unit/component, as follows (through Parentpay or to reach south finance account):

- £43.50 per paper (AQA) ○
- £50.00 per paper (Pearson) ○
- £65.25 per qualification (OCR)


