



## **Procedure for pupils - Access to scripts, reviews of results (ROR's) and appeals**

Adopted by Governors: 27<sup>th</sup> Nov 24

Date of Review: Nov 24

Date of next review: Nov 25

## Access to Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of written exam papers within ten days of the receipt of results.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates **MUST** be obtained.
- An ROR cannot be applied for once an original script has been returned.
- The cost of ATSs requested by the school will be paid by the centre.
- The cost of ATSs requested by the candidate will be paid by the candidate.
- Processing of requests for ATS will be the responsibility of the exams officer.

## Reviews of Results (ROR's)

- RORs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.
- The cost of RORs requested by the school will be paid by the centre.
- The cost of RORs requested by the candidate but not supported by the school will be paid by the candidate.
- All decisions on whether to make an application for an ROR will be made by the deputy headteacher curriculum and the headteacher.
- All processing of RORs will be the responsibility of the exams officer, following the JQC guidance.

## Appeals

### **An appeal to the school by a Candidate/Parents/Carer concerning the decision not to request a post results service.**

The candidate or their parent/carer must submit the appeal in writing to the Examinations Officer. Appeals should normally be made by 7th September for exams in the summer series. Candidates must be aware that the awarding bodies have strict deadlines for the receipt of requests and the centre must have time to resolve any appeal before the submission deadline (20th September for the summer series).

The appeal will normally be led by the Examinations Officer. An appeals meeting will take place between the appellant, appellant's parent/carer, the subject teacher and Examinations Officer. At this meeting, a clear verbal justification will be made of the school's decision not to recommend post results services for the candidate. If, following on from this, the candidate or their parent/carer remain convinced that they would like to utilise post results services, this will be actioned accordingly by the Examinations Officer.

### **An appeal to the awarding body following the outcome of an enquiry about results.**

This formal appeals procedure is for use in cases where the centre and candidate, or their parents/carers, cannot agree as to whether an appeal should be submitted to the relevant awarding body. In deciding whether to support an appeal, the centre will take account of all relevant factors and afford the candidate or their parents/carers a reasonable opportunity to express their views. The appeals process is available to centres who remain dissatisfied after receiving the outcome of an enquiry about results. Full details of the awarding bodies' appeals processes are provided in the

publication “A guide to the awarding bodies’ appeals processes” which is available on the JCQ website <http://www.jcq.org.uk/exams-office/appeals>.

The grounds for appeal must relate to the awarding body’s procedures or the application of these post-result service procedures.

Appeals do not generally involve further reviews of marking candidates’ work.

Only the head of centre or a private candidate can submit an appeal to the relevant awarding body.

Awarding bodies can only enter into discussions over appeals with centres and private candidates.

Appeals can only be submitted after the outcome of an enquiry about results has been reported to the centre or private candidate. Where an original hard copy script has been returned to a centre or a private candidate as part of an enquiry about results, its security is compromised and it cannot be subject to an appeal.

Appeals must be submitted to the relevant awarding body within 14 calendar days of the notification of the outcome of the enquiry.

Appeals must be made in writing and clearly state the grounds for appeal.

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld

An appeal against a moderation decision cannot be made on behalf of an individual candidate.

## Reviews of Moderation

Christ Church Secondary Academy is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity Christ Church Secondary Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates’ work, internal moderation and standardisation will ensure consistency of marking.

1. Christ Church Secondary Academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre’s marking before marks are submitted to the awarding body.
2. Christ Church Secondary Academy will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment.
3. Christ Church Secondary Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Christ Church Secondary Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Christ Church Secondary Academy will provide a clear deadline for candidates to submit a request for a review of the centre’s marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.

6. Christ Church Secondary Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Christ Church Secondary Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Christ Church Secondary Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Christ Church Secondary Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.