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Access to Scripts, Reviews of Results and Appeals Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to reflect JCQ Changes highlighted in yellow.
V3			September 2025	Kelly Jobson	Updated to reflect JCQ and Centre specific changes highlighted in yellow.

These procedures are reviewed and updated annually to ensure that Blue Coat School deals with candidate's 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**.

Following the issue of results, awarding bodies make post-results services available. These services are designed to support candidates in understanding their results and, where appropriate, requesting reviews or accessing scripts. This policy outlines how Blue Coat School manages these services in accordance with JCQ regulations (GR 5.13).

1. JCQ Post-Results Services

Access to Scripts (ATS)

- **For Review of Marking:** Copies of scripts to support decisions about submitting a review.
- **For Teaching and Learning:** Copies of scripts to support future teaching strategies.

Reviews of Results (RoRs)

- **Service 1 (Clerical Re-check):** Available for objective tests (e.g., multiple choice).
- **Service 2 (Review of Marking):** Available for externally assessed components of:
 - GCE A-level
 - GCSE
 - Level 1 & 2 Vocational and Technical qualifications
- **Priority Service 2:** Available for externally assessed components of:
 - GCE A-level
 - Level 3 Vocational and Technical qualifications
- **Service 3 (Review of Moderation):** Not available for individual candidates.

Appeals

- Appeals may be submitted following the outcome of a review of results.
- Appeals must be approved by the Head of Centre and submitted by the centre.

2. Purpose of the Procedures

These procedures confirm how Blue Coat School supports candidates in accessing post-results services in compliance with JCQ regulations. Information is made available via:

- Candidate Exam Handbook (issued in autumn/spring term)
- School website
- Dedicated Exam Assembly

3. Arrangements for Post-Results Services

- Candidates are informed of available services prior to **results day**.
- Senior staff availability is communicated to allow candidates to discuss results and make informed decisions.
- Full details of services, internal deadlines, and fees are provided by the Exams Manager on results day.

4. Dealing with Requests

All requests must be made through the centre using the **Post-Results Services: Request, Consent and Payment Form** (available from the Exams Office).

Private candidates are informed that they may submit requests directly to the awarding body.

5. Fees

The Clerical Recheck and Review of Marking (including Priority) services have an associated fee. The Post Results Services form will detail these fees.

There is a small fee for Access to Scripts. This fee is waived if:

- The student's mark is within 3 of the next grade threshold above;
- A staff member has requested that the school obtains the script for the pupil

When an Access to Script request is completed, the script will be sent to the pupil and relevant head of department. Teachers may voluntarily review scripts and offer feedback on the marking, but they are not obliged to do so. Pupils are welcome to approach their teachers for advice on their scripts, however they should be aware that teachers may not be able to respond to such requests, especially during the summer holiday period.

6. Candidates Consent

Written candidate consent is required for:

- Clerical re-checks
- Reviews of marking
- Appeals
- Access to scripts

Consent must be obtained **after** results are published.

Email consent is acceptable, provided it reflects informed consent.

Candidates must acknowledge that outcomes may result in a lower, higher, or unchanged grade.

Consent forms/emails are retained for at least six months following the outcome.

7. Submitting Requests

Blue Coat School will:

- Submit all requests electronically by the published JCQ deadlines.
- Confirm receipt of requests and monitor progress online.
- Submit appeals in accordance with JCQ's Guide to the Awarding Bodies' Appeals Processes.

8. Dealing with Outcomes

Outcomes are communicated to candidates **as soon as possible**.


Candidates receive outcome notifications via email.



9. Managing Disputes

Disputes regarding centre decisions not to support a request are managed through the **Internal Appeals Procedure**.

10. JCQ Updates for 2025/26

- Service 2 and Priority Service 2 qualification scope updated.
 - Candidate Consent section updated to reflect:
 - Requirement for written consent in all cases.
 - Acceptance of informed email consent
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Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards