Exams Access to Scripts, reviews of Results and Appeals Procedures 2026-2027

St David's Centre

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Centre name	St David's Centre
Centre number	24157
Date procedures first created	06/11/2026
Current procedures approved by	Beverley Blower
Current procedures reviewed by	Emma Newman
Date of review	06/11/2026
Date of next review	31/10/2027

Key staff involved in the procedures

Role	**Name**
Head of centre	Beverley Blower
Senior leader(s)	Beverley Blower Nick James-Williams Jonathan Sheers Jenny Rooney Richard Brookes Alan Banks Sarah Mobbs Melissa Targett April Howard
Exams officer	Emma Newman
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that St David's Centre 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 St David's Centre 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 the Candidate Exam Handbook in the autumn term (which is also available on the school website), in writing with the issue of results and discussions with staff members.

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 St David's Centre:

- 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:

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  - In writing when confirming results day information, and with their results.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by This information is made available to candidates 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 St David's Centre the process to request a service is:

- By completing a post-results service request, consent and payment form, which is available on the issue of results or from the Exams Officer

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)

St David's Centre 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, 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 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 Appendix B)

Additional centre-specific actions:

Not applicable.

Submitting requests

St David's Centre 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

St David's Centre 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:

- Posting a copy of the outcome notification from the awarding body.

Additional centre-specific actions:

Not applicable.

Managing disputes

At St David's Centre any dispute/disagreement will be managed

in accordance with the internal appeals procedure to manage disputes when a candidate disagrees with a centre decision to not support a clerical re-check, a review of marking, a review of moderation or an appeal. (GR 5.13)

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

Upon review in November 2026, no centre specific updates or changes were applicable to this document