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# **Post Results Services**

Lincoln Minster School

## Post Results Services

Centre name	Lincoln Minster School
Centre number	26138
Date procedures first created	14/11/2023
Current procedures approved by	Justin Hart
Current procedures reviewed by	Justin Hart
Date of next review	02/09/2024

## Key staff involved in the procedures

Role	Name
Head of centre	Jon Tyler
Senior leader(s)	Alex Sandbrook - Deputy Head (Teaching and Learning) Nick Boot - Assistant Head (Academic Progress)
Exams officer	Justin Hart
Other staff (if applicable)	Hannah Zhu - Exams Assistant

These procedures are reviewed and updated annually to ensure that Lincoln Minster 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 Lincoln Minster 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 An information letter is sent to candidates in advance of the exams series detailing the post-results services available to them when they receive their results

## 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 Lincoln Minster 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 letter, sent to candidates in advance of the exams series detailing the post-results services available to them when they receive 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 the Exams Officer. Details of fees and deadlines will be provided on results day.

## Dealing with requests

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

At Lincoln Minster School the process to request a service is to complete a post-results request form which must be completed and signed by both the candidate and their parents/guardians. Payment must be made through WisePay.

## 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)

Lincoln Minster 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

Lincoln Minster 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

Lincoln Minster 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 email or if they are still in school will be given the outcome in person.

Additional centre-specific actions:

### **Managing disputes**

At Lincoln Minster School any dispute/disagreement will be managed by a discussion with the candidate and the parents/carers. Ultimately the decision rests with the candidate and their parents/carers. Where they choose to request a service that the school does not support we will require written assurance that they understand the potential consequences.

Additional centre-specific actions:

Not applicable

## **Changes 2023/2024**

No changes applicable.

## **Centre-specific changes**

Not applicable