



The HENRY
BEAUFORT *School*

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Procedure for: Review of results and access to Scripts

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This procedure confirms The Henry Beaufort School's compliance with JCQ's *General Regulations for Approved Centres* that the centre has in place *"a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."*

Following the issuing of results awarding bodies accept enquiries about results and requests for copies of scripts.

Details of The Henry Beaufort School procedures regarding these services are below:

[Candidates and parents should note that a review of marking is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.]

Candidates are also informed of the arrangements for post-results services **before** they sit any exams, details of which are given in assemblies, and published on the school website. Senior members of staff are available on Results day to discuss post-results services and from the start of the new term.

If the centre or a candidate (or their parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

Reviews of Results (RoRs) offers three services.

- ❑ Service 1 – clerical re-check
- ❑ Service 2 – review of marking
- ❑ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body and candidates need to be aware that with these services candidates' marks and subject grades may be lowered, stay the same or go up. Candidate consent can only be collected **after** the publication of results.

Full details of these services, internal deadlines for requesting a service and fees charged are provided on Results day to candidates.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

Appeals against the centre's decision not to support an appeal

Candidate appeals should be completed and submitted to the centre within 5 working days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

This policy will be reviewed annually or earlier should a scenario indicate an update may be required