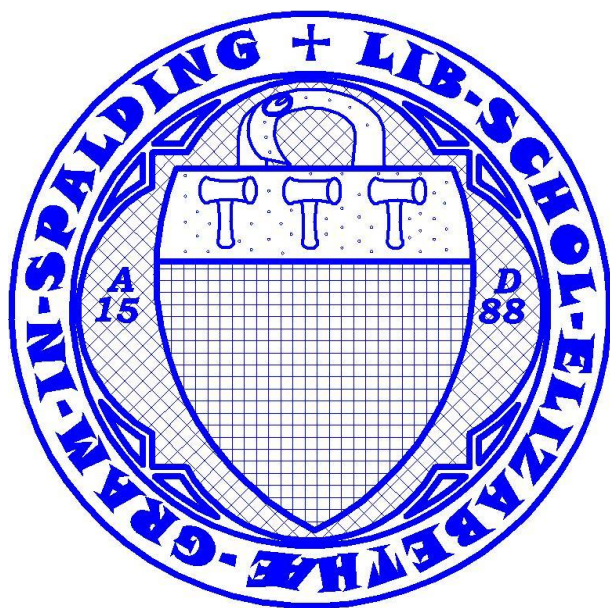


Spalding Grammar School



Post Results Policy

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Approved by:	Mrs E Davison – Assistant Headteacher i/c Assessment, Data and Examinations
Review Cycle:	Annually
Date of Policy:	January 2026
Next Review Date:	December 2026

Key staff involved in the Policy:

Role	Name(s)
Centre Number	26233
Head of Centre	Mrs M K Anderson
Assistant Headteacher i/c Assessment, Data and Examinations	Emma Davison
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This policy/process is reviewed and updated annually to outline how candidates can access the Post Results Service and any appeals against any decision at Spalding Grammar School not to support an application for a clerical re-check, a review of marking, or a review of moderation are managed in accordance with current JCQ regulations and requirements.

Reference in this procedure to GR refers to the JCQ publication

- General Regulations for Approved Centres (GR) and
- Post Results Services (PRS).

Where reference is made to a 'script' in this document, this means the work submitted by a candidate as part of an externally assessed component, i.e. a hard copy or electronic examination script.

Introduction

Following the issue of results, awarding bodies make post-results services available to candidates which are managed by Spalding Grammar and the process for this is outlined in this policy.

If teaching staff at Spalding Grammar School or a candidate (or their parent/carer) have a concern that a result may not be accurate, post-results services may be considered.

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):** is a recheck of all clerical procedures leading to the issue of a result including checking that all parts of the script are marked and totalling and recording of the marks. This is the only service that can be requested for objective tests (multiple choice tests).
- **Service 2 (Review of marking):** this includes a clerical re-check and a review of the original marking to ensure agreed mark scheme has been applied correctly. However, grades/marks **may go down, up or remain the same. The reviewed mark/grade is the final one that stands.**
This service is available for externally assessed components of both unitised and linear GCE A-level specifications, GCSE specifications and Level 1, 2 Vocational and Technical qualifications.

Priority Service 2 (Review of marking): this is the same service above but **only available for GCE A Level if a candidate's place in higher education is dependent on the outcome.** 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 and Technical qualifications.

- **Review of Moderation:** Cannot be undertaken on the work of an individual candidate or the work of candidates not in the original requested sample (PRS 4.3).

Appeals:

- The appeals process is available after receiving the outcome of a review of results.
- Please refer to the Spalding Grammar Internal Appeals Policy for guidance on submitting an appeal should the centre not support the request for a post result service, e.g. review of results.

Purpose of the Policy

The purpose of this policy is to outline the procedures Spalding Grammar School has in place to process 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).

The Arrangements for Post Results Services

At Spalding Grammar School, candidates are made aware of arrangements for post-results services:

- at Year 11 and 13 examination assemblies in school prior to the start of Examinations.
- Documentation posted on the Year Group teams pages
- Documentation placed on school website – 'Exams Page'
- Documentation included in the results envelopes given to pupils.

This includes instructions for candidates regarding the cost of, payment method and how to access these services. (GR5.13).

Candidates, parents and carers are also informed by letter when senior members of centre staff will be available immediately after the publication of results so candidates may discuss results and make decisions on the submission of reviews of marking (GR5.13; PRS 4.1).

This instructions for processing Review of Results including the costs is posted on the website once details of the fees are available from the examination boards. This information is also included in the envelope containing the candidate's result.

The Examinations Officer will be available on Results Day to support candidates with completing any request forms for post results services and will process them promptly in the weeks following the issue of results.

Processing Requests

All post results services requests from internal candidates are made through the centre, Spalding Grammar School (GR 5.13).

Candidates can either request the required service via a Microsoft Form, only accessible to candidates who have logged into the school network using their secure log-in details, a form enclosed in their results envelope or given to them following consultation with a member of the Senior Leadership Team, discussing their results.

Centre Actions in Response to a Concern about a Result

Where a concern is expressed that a particular result may not be accurate, Spalding Grammar School will:

- Look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information, etc., (once it is available from the awarding body) to determine if the concern may be justified.

For **written components** that contributed to the final grade, where a place at university or college is at risk Spalding Grammar School will:

- consider supporting a request for a Priority Service 2 review of marking following discussion with Head of Subject.
- if agreed the candidate will complete the necessary form and give it to the Examinations Officer.

In all other instances, Spalding Grammar will consider and if appropriate process an access to script by:

- obtaining written consent/permission from the candidate to access the script on results day or if requested by the candidate.

Once the completed and signed relevant permission form is received Spalding Grammar will:

- request a priority copy of the candidate's script to support a priority review of marking or review of marking by the awarding body deadline (where the service is made available by the awarding body).

On receipt of the script, Spalding Grammar will consider whether the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking, they will:

- support a request for the appropriate Review of Results service (clerical re-check or review of marking) if any error is identified.
- collect written consent from the candidate to request the Review of Results service before the request is submitted.

- where relevant, advise the affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body.
- arrange for payment for the appropriate review of results service to be made available on Parentmail and email candidate requesting payment.

For moderated components that contributed to the final grade, Spalding Grammar School will:

- confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation.
- consult the moderator's report/feedback to identify any issues raised.
- determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a Review of Results Service 3 (Review of moderation) will not be available.
- determine if there are any grounds to submit a request for a review of moderation for all candidates in the original sample.

Candidate Consent

Candidates must provide their written consent for access to scripts, clerical re-checks and reviews of marking services offered by the awarding bodies after the publication of examination results (GR 5.13).

Spalding Grammar School will:

- acquire written consent in-person on results day or by accepting informed consent via email or completed Microsoft form before a request for an access to scripts, clerical re-check or a review of marking 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. We will 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).

Submitting Requests

Spalding Grammar 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).

Processing the outcomes

Spalding Grammar 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) via email.
- Candidates will be notified via email attaching the outcome notification issued by the awarding body and script where applicable.

- If the grade has been changed upwardly the school will refund the candidate the charge for the service requested.

Managing Disputes

Where a candidate disagrees with a centre decision not to support an application for a clerical re-check, review of marking, review of moderation or an appeal the process is outlined in the Internal Appeals Policy. Any dispute/disagreement will be managed in accordance with the process outlined in the Internal Appeals Policy.

Appendix 1: Access to Script Form

ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts for teaching and learning purposes.

Centre Number 26233	Centre Name Spalding Grammar School

EXAM BOARD: AQA Pearson Edexcel OCR WJEC

SUBJECT:

I consent to my scripts being accessed by my centre.

If any of my scripts are used in the classroom, my name and candidate number will be removed.

Signed: Date:.....