Loreto Grammar School

Post Results Services (Examinations)

2026/2027

Approved/reviewed by	
Mrs Stokes	
Date of next review	October 2027

Key staff involved in the policy

Role	Name(s)
Head of centre	**Mrs Beever**
Senior leader(s)	**Mrs Stokes, Mrs Walker**
Exams officer	**Miss McAulay**

These procedures are reviewed and updated annually to ensure that Loreto Grammar 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 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): This is the only service that can be requested for multiple choice tests
- 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 and Technical qualifications.
- Priority Service 2 (Review of marking): This service is only available for externally assessed components of both unitised and linear GCE A-level specifications.
- 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.

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 Loreto Grammar 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 via email prior to the results being published in August.

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 4.3.4)
- Once the outcome of the review has been issued, the awarding body cannot undertake a further review of marking or moderation (PRS 4.6.7)
- The appeals process is available after receiving the outcome of a review of results (PRS 5.1)

At Loreto Grammar 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 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 4.1.4)

Candidates are made aware of the post results services by Mrs Stokes prior to the results being published in August. Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Miss McAulay.

Dealing with requests

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

At Loreto Grammar School the process to request a service is to complete the post results services form and email this with receipt of payment to exams@loretogrammar.co.uk. Payment will be charged to cover the cost of the post result service requested, as well as an administration fee. Details of this cost will be clearly stated on the post results services form.

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 document of examination results (GR 5.13)

Loreto Grammar School will:

- Acquire written candidate consent 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 4.2.2)
- Retain consent/permission forms from candidates to request and use their scripts for at least six months (PRS Appendix B)

Submitting requests

Loreto 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 document **Post-results services** (GR 5.13)
- Submit requests for appeals in accordance with the JCQ document **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 4.5.2)

Dealing with outcomes

Loreto 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). Candidates will be notified by being emailed a copy of the outcome notification form

Managing disputes

At Loreto Grammar School any dispute/disagreement will be managed in accordance with the internal appeals procedure.