



## **ENERGY COAST UTC**

### **EXAMINATION POLICY**

### **POST EXAM ARRANGEMENTS**

**(ACCESS TO SCRIPTS, REVIEWS OF MARKING &  
CERTIFICATES)**

**2025-28**

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):**

- 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 multiple choice tests
- Service 2 (Review of marking): This service is available for externally assessed components of GCSE specifications and Level 2 and 3 Vocational and Technical qualifications
- Priority Service 2 (Review of marking): This service is available for externally assessed components of Level 3 Vocational and Technical qualifications.
- Service 3 (Review of moderation): This service is not available to an individual candidate

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 the 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 publication on the school website and circulation to candidates and parents.

#### **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] and this is detailed in the information booklet sent to parents and available on the school website.

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)

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the Examinations Officer, Mr David Wilson

#### **Dealing with requests**

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

The process to request a service is by completing the correct form, available on the website under: exams/forms or available on request at school reception.

### **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.

The 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

Informed candidate consent will 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

Candidate consent will only be collected after the publication of results. Consent forms or e-mails from candidates will be retained for at least six months following the outcome of a clerical re-check or review of marking or any subsequent appeal (PRS 4.2)

### **Dealing with requests**

Requests will be submitted 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)

Requests for appeals will be submitted in accordance with the JCQ document A guide to the awarding bodies' appeals processes (GR 5.13)

The centre will 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)

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, using the candidates school email account.

### **Managing disputes**

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

The cost of EARs will be paid by the centre where supported. If a candidate wishes to request an EAR against the school's advice they must pay the associated fees. Any refund of fees received by the centre will be passed on to the candidate. Requests will not be submitted until payment is received.

## **Issue of certificates**

The centre must

- distribute certificates to all candidates without delay and regardless of any disputes (GR 5.14) not withhold any certificate without prior permission from the relevant awarding body which will only be given in very exceptional circumstances (GR 5.14)
- keep a record of the certificates that are issued (GR 5.14)
- return any certificates requested by the awarding bodies as certificates always remain the property of the awarding bodies (GR 5.14)

The receipt of certificates from awarding bodies and arrangements for the issue of certificates to candidates is managed by the Exams Officer.

Arrangements for the issue of certificates

- Certificates are provided to exam centres by awarding bodies after results have been confirmed.
- If it is not possible to hold an awards event for the distribution of examination certificates, they must be collected from School Reception in person by prior arrangement.
- Candidates are required to check all details (name, date of birth, etc) on their certificates are correct and that the correct final grade(s) is/are shown.
- Candidates will be required to provide a signed confirmation of certificate(s) accuracy and receipt.
- Certificates must be collected by the published deadline.
- UTC is unable to issue certificates via post.

Candidates are informed of the arrangements for the issue of certificates as follows:

- Certificate collection dates will be shared along with the candidate statement of results slip and on the centre website.
- Certificates are not released prior to the pre-arranged dates.
- Certificates not collected are retained for 24 months and can be collected by candidates or their preauthorised representative.

After this time, you will need to contact the awarding body to purchase a replacement, this will be at your own expense.

Where unable to claim/collect certificates under the normal arrangements candidates may arrange for certificates to be collected on their behalf by providing the Exams Officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

## **Retention of certificates**

The Exams Officer will

- keep a record of all certificates issued and signed for.

- retain all unclaimed certificates under secure conditions for a minimum of 24 months from the date of issue (GR 5.14)
- destroy any unclaimed certificates after retaining them for a minimum of 24 months (GR 5.14)
- destroy certificates in a confidential manner and retain a record of certificates that have been destroyed for four years from their date of destruction (GR 5.14)
- inform candidates that some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate (GR 5.14)

The retention of unclaimed or uncollected certificates is managed by the Exams Officer.