



ACCESS TO SCRIPTS, ENQUIRIES ABOUT RESULTS & APPEALS

JCQ – Meeting Requirements – 9

Procedure by: Leanne McQuade – Exams Officer

This procedure is reviewed annually to ensure compliance with current regulations

Access to Scripts

Newbridge Learning Community may request:

- Copies of scripts to support reviews of marking which will be provided to centres.
- Copies of scripts to support teaching and learning.

Newbridge Learning Community staff are fully aware of the guidelines controlling these arrangements and will inform all candidates of these arrangements through an assembly.

Copies of scripts will only be requested after express written permission is given by the candidate to the exams officer after the exam results are published (PRS p16).

Where scripts have been used for teaching and learning purposes and are no longer required they **must** ensure the scripts are disposed of in a confidential manner.

Enquiries about Results & Appeals

Newbridge Learning Community centre staff are fully aware of the Enquiry about Results process **including the published deadlines.**

All candidates are informed of the processes during a Year 11 assembly in the Summer Term.

Newbridge Learning Community will ensure the following procedures are in place.

- Senior members of staff will be accessible to candidates immediately after the publication of their exam results to help candidates of their options.
- Newbridge Learning Community has a process in place for a candidate to appeal the centres decision not to pursue a review of marking.
- Candidate's written consent **must** be obtained of all clerical checks and reviews of marking and candidates informed that their grades may be lowered. This consent can only be obtained after the exam results have been released.
- Further information can be obtained from the Post-Results Services booklet on the JCQ website. Jcq.org.uk