Wyedean
School and Sixth Form Centre
Aspire together, achieve together
adfecere pariter, perfecere pariter

External Appeals Procedure

Wyedean School & Sixth Form Centre

External Appeals Procedure

Centre name	Wyedean School & Sixth Form Centre
Centre number	57161
Date procedures first created	20/10/2025
Current procedures approved by	Full Governing Body
Current procedures reviewed by	Suzanne Howells
Date of review	10/11/2026
Date of next review	10/11/2027

Key staff involved in the procedures

Role	**Name**
Head of centre	Gwennan Jeremiah
Senior leader(s)	Emma Hemsley Assistant Principal Academic
	Suzanne Howells
Other staff (if applicable)	Sharon Jones EO

These procedures are reviewed and updated annually to ensure that Wyedean School & Sixth Form 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 accordance with current requirements and regulations and reflects centre practice.

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) (For multiple choice tests only, Service 1 re-checks can be requested)
- 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 Technical Qualifications, including T levels.
- Priority Service 2 (Review of marking): 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 Technical Qualifications (For NCFE this service only applies to T levels)
- 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

Requests must be submitted online via the awarding bodies' extranet sites.

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 Wyedean School & Sixth Form 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:

being available on:

School Website - Parents & Curriculum / Exams
School Newsletter
Wyedean School Exam Information policy
Results day in school

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)
- The appeals process is available after receiving the outcome of a review of results (PRS 5.1)

At Wyedean School & Sixth Form Centre:

- 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)

Candidates are made aware/informed by:

- means of:
  School Website - Parents & Curriculum / Exams
  School Newsletter
  Wyedean School Exam Information policy
  Information being available on results day in school

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Exams Manager.

by end of Summer term if available or shortly before results days

Dealing with requests

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

At Wyedean School & Sixth Form Centre the process to request a service is:

- If a candidate wishes to proceed with a review / recheck, then they must pay the appropriate fee on ParentPay and submit the appropriate form to the exams office, and a request will be made to the awarding body on the candidate's behalf.

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)

Wyedean School & Sixth Form 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
- 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)
- Retain consent/permission forms or e-mails from candidates to request and use their scripts for at least six months (PRS Appendix B)

Additional centre-specific actions:

Consent can only be provided by the student

Submitting requests

Wyedean School & Sixth Form Centre 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 organisations' 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)

Additional centre-specific actions:

Dealing with outcomes

Wyedean School & Sixth Form Centre 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:

- Outcomes will only be returned to the student either via school personal email or via external personal email if the student is no longer attending school

Additional centre-specific actions:

Managing disputes

At Wyedean School & Sixth Form Centre any dispute/disagreement will be managed

See Complaints and Appeals Procedure:

Wyedean School and Sixth Form Centre - Exam Policies

Additional centre-specific actions:

Changes effective from 1 September 2026

(Amended) Reference to *A guide to the awarding bodies' appeals processes* amended to: A guide to the awarding organisations' appeals processes

(Corrected 16/10/2026) There is no change to the wording under heading **Reviews of Results (RoRs)** for the qualifications a Priority Service 2 (Review of marking) is available for.

Centre-specific changes

No centre specific changes applicable