 St Gabriel’s

 Roman Catholic High School

POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM Summer 2025 series

To request a Review of Results (RoR) service and/or an Access to Scripts (ATS) service, complete the required information in the white boxes and sign and date the form to confirm your required consent. A summary of the services available are referenced below.

| Candidate number |  | Candidate name |  | Candidate email |  |
| --- | --- | --- | --- | --- | --- |
| Awarding Body | Qualification level and Subject title | Paper code | SRN  | Fee |
|   |  |  |  | £ |
|   |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
| **Total** |  |

|  |  |
| --- | --- |
| **Clerical re-checks, reviews of marking and appeals** POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM TEMPLATEDelete this text box when the information contained below is understood**This template supports the Summer 2025 exam series**This template is provided as a good practice example **only** and is designed to support EOs in dealing with requests for RoRs and ATS in terms of providing candidates (and centre staff) with information about the services available (for the awarding body qualifications covered by the common arrangements in the JCQ [Post-Results Services](https://www.jcq.org.uk/exams-office/post-results-services/) document), gaining required candidate consent and collecting fees (where applicable). The template should be customised and edited accordingly to reflect the qualifications delivered in an individual centre. (This template is also designed for use in conjunction with the POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES TEMPLATE)If relevant to the qualifications delivered in your centre, you may also choose to customise this template to make it useful for dealing with enquiries about results for any awarding body not covered by the JCQ common arrangements.**Important points to note*** Content in this template on the services available and the deadlines provided is taken from the JCQ Post-Results Services document (In terms of the final deadline for copies of scripts to support teaching and learning (All qualifications) **please see individual awarding bodies’ websites for further information**)
* The deadlines shown are the **external** dates that must be met when submitting RoRs and ATS requests **online** via JCQ member awarding bodies secure extranet sites. You **must** check that these deadlines are correct with awarding body key dates information
* If using a customised version of this document in your centre, you are advised to **change** the external deadlines provided to show your centre’s **internal** deadlines
* Deadline for requesting copies of scripts to support **review of marking**: JCQ does not publish a common deadline for this priority service as awarding body access to scripts processes differ

Dependent on the awarding body, centres either a) have to request a priority copy of a marked script, or b) are able to access and view/download a copy of a marked script on demand. Check with the relevant awarding body for any published deadline(s); as example, see AQA request deadline dates [here](https://www.aqa.org.uk/exams-administration/after-results/post-results/copy-of-marked-paper).* **Candidate consent**: (Quoted directly from sections 4.2.1 and 6.2.1 of the JCQ [Post-Results Services](https://www.jcq.org.uk/exams-office/post-results-services/) document) Candidate consent1 for clerical re-checks and reviews of marking must be obtained **after** the publication of results / Prior written permission2 must be obtained from any candidate where the centre intends to request their script(s)

1Candidates must be informed that their marks and subject grades could go down as well as up and must provide their written consent before a request is submitted. 2This permission must only be sought **after** the candidates have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use. * (Clerical re-checks, reviews of marking and appeals) Evidence of candidate consent should be kept on file for at least six months following the outcome of a clerical re-check or a review of marking or any subsequent appeal
* (Access to Scripts) Evidence of candidate consent should be kept on file for at least six months

**Customise** this good practice template for use in your centre by:* deleting information that is not relevant
* amending/adding information that may not be included here that is relevant

**Alternatively**, use relevant content from this template to inform the creation of an electronic form. Candidate consentBy signing here, I give my consent to the head of my school to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me 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 for this subject.** Signature: ………………………................…... Date: ………… | **Access to Scripts****Candidate consent**By signing here, I consent to my scripts being accessed by my centre (Tick ONE of the boxes below)* If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed
* If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine

Signature: ………………………....................…... Date: ………… |
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Consent statements above and details of the RoR services below taken from JCQ’s [Post-Results Services](http://www.jcq.org.uk/exams-office/post-results-services) document (Appendices A, B; Section 4)

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| SRN | Post-results service | Details of the service: **deadline for R1, R2 and A2 is** **25th September 2025**  |
| R1 | RoR **Service 1**: Clerical re-check | This service will include the following checks: that all parts of the script have been marked; the totalling of marks; the recording of marks.  |
| R2 | RoR **Service 2**: Review of marking | This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly... Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking. This service will include: the clerical re-checks detailed in Service 1; a review of marking as described above.  |
| A1 | ATS: Copy of script to support **review of marking**  | This is a priority service to ensure copies of marked scripts are provided in sufficient time to allow decisions to be made whether a review of marking or clerical re-check should be requested.**Deadline 4th September 2025** |
| A2 | ATS: Copy of script to support **teaching and learning** | This is a non-priority service to request copies of marked scripts to support teaching and learning.  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total fee(s) received  | £ | Service(s) applied for | Date | Outcome(s) received | Date(s) | Candidate notified | Date(s) | Outcome(s) complete | Date(s) |