



The BRIT School

Post-Result Services Procedures

2025-2026

KEY STAFF INVOLVED IN CONTINGENCY PLAN

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne

Purpose of the procedure.

These procedures are reviewed and updated annually to ensure that The BRIT 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.

The purpose of these procedures is to confirm how The BRIT School deals with candidates' requests for post-result services to the awarding bodies in compliance with JCQ regulations (GR 5.13).

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: Copies of scripts to support reviews of marking, and teaching and learning.

Reviews of Results:

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

- 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 available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and 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

Appeals: The appeals process is available after receiving the outcome of a review of results.

The arrangements for post-results services.

At the BRIT School, candidates must be made aware of the arrangements for post-results services prior to the issue of results (GR 5.13). Full details of the post-results services, as well as how to request a service and the fees charged (where applicable) are provided by the Exams Officer. Full details are available year-round to candidates and staff on the Exams Information page of the BRIT School website. Prior to the release of results, this information is also communicated through the student bulletin, letters to students, and teacher communications.

Learners are informed of the post-results services and the availability of senior staff before results are issued, ensuring they can discuss their outcomes and make decisions regarding reviews of marking after the publication of results.(GR 5.13, PRS 4.1)

Candidates are made aware that 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), and that the appeals process is available after receiving the outcome of a review of results (PRS 5.1).

Dealing with requests

All post-results service requests from internal candidates must be made through the centre (GR 5.13). Candidates must complete a Google form and a candidate consent form to request a service. The Exams Officer confirms the request via email and notifies the candidate that payment is available through sQuid. Once payment has been

made, the candidate is informed that the service has been requested with the awarding body.

Candidate consent

Candidates must provide written consent for any post-results services offered by the awarding bodies after the publication of exam results (GR 5.13). The BRIT School collects this consent only after results are released and before any service is requested from the awarding body.

When signing the candidate consent form, learners confirm that they understand 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.

Consent forms or e-mails from candidates, are retained for at least six months following access to scripts, the outcome of a clerical re-check or review of marking or any appeal (PRS 4.2, Appendix B).

Submitting requests

The BRIT School will submit requests for post-results services or appeals electronically by the published deadlines, in line with the JCQ document *Post-results Services* (GR 5.13). The school will confirm the awarding body's acknowledgement of receipt for any review of results requests before the submission deadline and will regularly monitor the progress of these requests online, as outlined in PRS 4.5.

Dealing with outcomes

The BRIT School will ensure that the outcomes of clerical re-checks, reviews of marking, reviews of moderation, and appeals are communicated to candidates as quickly as possible, in accordance with JCQ regulations (GR 5.13). Candidates will be notified by receiving an emailed copy of the outcome notification from the awarding body.

Managing disputes

At The BRIT School any dispute/disagreement will be managed in accordance with the internal appeals procedure to manage disputes when a candidate disagrees with a centre decision.