



## **Procedures for Post-Results Services**

### **Purpose of this procedure**

*This procedure confirms HCS compliance with JCQ's General Regulations for Approved Centres 2023-2024, section 5.13 that the centre "...have in place written procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results"*

After the publication of examination results are released to candidates, all candidates can request to have a Post-Results Service application submitted to the appropriate awarding body.

Candidates who decide to apply for a Post-Results Service must complete and sign the appropriate request form before the Exams Manager can make the application. These services also have a charge which you will find on your Statement of Results letter.

Once the application request form and payment has been received the Exams Manager will process the request via the appropriate Awarding Body website.

Candidates will be informed when the outcome of the request has been received by the Exams Manager.

Curriculum areas who would like to order a copy of candidates' exam papers for use in teaching and learning must obtain the written permission of the candidate before the request can be made via the Exams Manager. The cost of these reviews will be taken from the Curriculum area budget.