



Post Results Procedures Summer 2026

Centre name	Aylesbury High School (AHS)
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Current procedures approved by	Mrs Caroline Wilkes
Current procedures reviewed by	Mrs Ritu Tripathy
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Key staff involved in the procedures

Role	Name
Head of centre	Mrs Marieke Forster
Senior leader(s)	Mrs Caroline Wilkes, Mrs Olivia Raven
Exams officer	Mrs Ritu Tripathy

Objective

This document explains how Aylesbury High School handles student requests for Access to Scripts, Clerical Re-checks, Reviews of Marking, Reviews of Moderation, and Appeals to the awarding bodies.

This procedure is reviewed and updated annually to guarantee full compliance with current Joint Council for Qualifications (JCQ) regulations, specifically the JCQ *General Regulations for Approved Centres (GR)* and *Post-Results Services (PRS)* guidelines.

1. Introduction & Available Services

Following the publication of exam results, awarding bodies make post-results services available to candidates. The following services can be requested through the school:

Access to Scripts (ATS)

Centres may request copies of marked exam papers to support:

- A candidate's decision-making regarding a potential Review of Marking.
- General teaching and learning feedback.

Reviews of Results (RoRs)

- **Service 1 (Clerical Re-check):** An administrative check to ensure all marks were totaled and recorded correctly. This is the **only** service available for multiple-choice tests.
- **Service 2 (Review of Marking):** A comprehensive review by a senior examiner to ensure the paper was marked correctly against the mark scheme. Available for externally assessed components of linear/unitised GCE AS, A-level, and GCSE specifications.
- **Priority Service 2 (Review of Marking):** An expedited version of Service 2. This is available for GCE A-level specifications where a student's university place is dependent on the outcome. *Note: This is not available for GCSE qualifications from AQA, OCR, or WJEC.*
- **Service 3 (Review of Moderation):** A review of the original school sample of coursework or controlled assessment. This must be requested by Heads of Department for an entire cohort; it **cannot** be undertaken for an individual candidate.

Appeals

- A formal challenge submitted to the exam board, which can only be requested *after*

receiving the final outcome of a Review of Results (RoR).

2. Information and Support Availability

Aylesbury High School ensures that all details regarding post-results options, fees, and timelines are highly visible and accessible well before results day.

- **Website Access:** All information, exact fee sheets, strict internal deadlines, and application forms are published on the **Exams page of the school website** by 7th July.
- **Pre-Results Notification:** Students and parents are sent an official **Results Day Letter** at least one month ahead of results day. This letter details all key protocols linking directly to our exams page on the website.
- **On-Site Results Day Support:** Senior staff will be available in school on Results Day to discuss results and help process decisions.

Support Protocols:

- **In-Person Support:** Highly recommended. Visiting school in person is the fastest way to explore UCAS Clearing, adjust future plans, or discuss priority reviews.
- **Remote Support:** If a student cannot attend in person, they may request a telephone call by filling out the designated **Google Form** linked on our website.
- **Student Privacy:** In line with data regulations, staff can **only** discuss results with the students themselves. Staff will not discuss details with parents or guardians unless the student provides explicit, written permission beforehand.

3. Dealing with Requests: Step-by-Step

All post-results service requests for internal candidates must be managed and submitted through Aylesbury High School.

- **Step 1: Check University Offers** If you are waiting on a pending university place, you must act immediately. Apply for an expedited **Priority Review of Marking (Service P2)** as a matter of urgency ahead of the **19 August 2026** deadline.
- **Step 2: Review Options, Fees, and Deadlines** Visit the school website's Exams page to review the available services alongside their specific financial costs and deadlines.
- **Step 3: Complete the Application Form** Download and fill out the official **Post-Results Services Application Form** found on the website.
- **Step 4: Submit Your Request** Return your completed form to the Exams Officer, **Mrs R Tripathy**, either physically or electronically via email at **exams@ahs.bucks.sch.uk**.
- **Step 5: Facilitate Payment** Make your payment immediately upon submission. Payments must be processed through **ParentMail**. In the event that **ParentMail** is inaccessible (such as for former students who re-sat their A-Levels), a direct **bank transfer** can be arranged.

Please note: No action will be taken to process any request until the full payment has been successfully received.

4. Candidate Consent and Privacy

Because grades can go **down**, **up**, or **remain the same** following a clerical re-check or review of marking, strict consent protocols are enforced:

- **Post-Results Timing:** Consent can **only** be legally collected *after* results have been officially published.
- **Written/Email Consent:** Aylesbury High School must acquire explicit written consent (informed consent via a student's verified email is acceptable) before any request or appeal is launched.
- **Data Retention:** The school will securely retain candidate consent forms and permission emails for at least **six months** following the final outcome of the review, appeal, or script delivery.

5. Submitting Requests & Dealing with Outcomes

- **Electronic Submission:** The exams officer will submit all valid, paid requests electronically via the awarding bodies' secure extranet sites ahead of the deadlines.
- **Tracking:** The exams officer will track the progress of submissions online and verify the awarding body's receipt of the request.
- **Notification of Outcomes:** As soon as an exam board issues an outcome, Mrs R Tripathy will ensure the information is shared with the candidate. **All notifications will be delivered directly to the student via email.**

6. Managing Disputes and Internal Appeals

1. Disagreement with School Decisions

If a candidate believes the school has unfairly refused to process a request or has acted procedurally incorrectly regarding post-results services:

- They must submit a formal **Internal Appeal** in writing to the Exams Officer.
- This dispute will be reviewed objectively by the Head of Centre (or a designated senior leader with no personal interest in the matter) to make a final determination.

2. Disagreement with Exam Board Outcomes

If a post-results service has concluded but the candidate remains dissatisfied with the outcome, an appeal to the exam board can be considered.

- **No Direct Appeals:** Individual candidates or parents cannot appeal directly to exam boards. Appeals must be submitted formally by the school.

- **Strict Grounds Required:** Disagreeing with an examiner's academic judgment is **not** valid grounds for appeal. There must be clear evidence that the exam board failed to apply its procedures properly, or that a significant marking/moderation error was left uncorrected during the initial review.
- **Process:** If a student believes they have valid grounds, they must submit a written, detailed request to the school within **10 working days** of receiving their initial review outcome.
- **Final Centre Decision:** The Head of Centre will evaluate the case against JCQ criteria. If a procedural or marking error is verified, the school will lodge a **Preliminary Appeal** with the awarding body within the required **30 calendar days** of the initial review outcome.