



## Post-Results Process

### Results and certificates

- Candidates will receive individual results slips on results days in person at school or electronically.
- Arrangements for the centre to be open on results days are made by the Exams and Assessment Officer and relevant site staff.
- The provision of the necessary staff on results days is the responsibility of The Head of Centre.
- Dates of results days each year will be published for all candidates through the school website/Principal's letters/emails to parents.

### Reviews of Results (RoRs)

- RoRs may be requested by centre staff or the candidate following the release of results.
- A RoR service request for a clerical re-check or review of marking check requires the written consent of the candidate.
- A request for a review of moderation of internally assessed work may be submitted without the consent of a group of candidates.
- The cost of RoRs will be paid by the either the candidate or the school depending on who has requested this process.
- Details of options available and costs are published/updated each year on the school website, and are available on results day as well.
- All decisions about whether to make an application for an RoR will be made by heads of department or delegated member of the department
- If a candidate's request for an RoR is not supported, the candidate may appeal and we will respond by following the process in our Internal Appeals Policy.
- All processing of RoRs will be the responsibility of The Exams and Assessment Officer following the JCQ guidance.

### Access to scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of written examination papers within the Awarding Organisations' stated deadlines.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Applications for RoRs cannot be submitted once an original script has been returned.
- The Exams and Assessment Officer is responsible for processing requests for ATS.
- The cost of ATS may be paid by the centre if a result is queried by teaching staff or HOD and supported by the Head of Centre or Examinations Officer.
- If the candidate requests a review of marking, it is payable by candidate. The Exams office will issue a refund if there is a change in the overall grade.
- The fees for both RoRs and ATS for the awarding year can be found in the following document on the school website in the examinations section: 23-24-Summer-Post-results-services-deadlines-fees-and-charges

Principal: Mr Paul Slaughter

LIME AVENUE · WESTERGATE · CHICHESTER · WEST SUSSEX · PO20 3UE  
TEL: 01243 546800 · FAX: 01243 546810

EMAIL: [osva\\_office@ormistonsixvillages.org.uk](mailto:osva_office@ormistonsixvillages.org.uk) WEB: [www.ormistonsixvillagesacademy.co.uk](http://www.ormistonsixvillagesacademy.co.uk)



## **Fees**

Fees will need to be paid via bank transfer and are required before the request is processed. The deadlines to request a post-result service are set by the centre and ensure we are able meet the deadlines set by the awarding organisations.

Please note:

- The school site will close from 12.00 on GCSE results day and will not reopen until the first day of the Autumn term (normal working hours then apply).
- Therefore, during the periods of closure outlined above, we will be unable to accept any requests for Post-Results Services