

*The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.*

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

### **Purpose of this procedure**

This procedure confirms WQE compliance with JCQ's General Regulations for Approved Centres 2022-2023, 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"

The details of post-Results Services are published on the exams section of WQE Online.

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 may request to have a printed copy of the marks for each paper they sat before they decide about requesting a post-Results Service; these are available to the Exams Office from the Awarding Body websites.

Candidates who decide to apply for a Post-Results Service must complete and sign the appropriate request form before the Exams Office can make the application. These forms are available on the exams section of WQE Online and include pricing information. For Services which have a charge, candidates must pay for the request via their WisePay account.

Once the application request form and payment has been received the Exams Office 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 Office

In the event of a grade being raised as a result of a review, the candidate will be refunded the cost of the review.

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 Office. The cost of these reviews will be taken from the Curriculum area budget.