



HULL COLLEGIATE SCHOOL

ACCESS TO SCRIPTS (ATS)

Hull Collegiate School seeks to implement this statement through adherence to the procedures set out in the rest of this document.

Hull Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- INTERNAL APPEALS – PUPILS
- ENQUIRIES ABOUT RESULTS (EAR)

This document is reviewed annually by Mr A Norburn and Miss R L Baldry or as events or legislation change requires. The next scheduled date for review is September 2018.

Policy Statement

This document will outline the procedures put in place by the awarding organisations and the school regarding access to scripts.

Priority Copies of Scripts

Candidates can request to see a photocopy of their script for GCE (A/AS Levels) qualifications before deciding whether to lodge an enquiry about results with the awarding organisation.

- This service is currently **not** available for GCSE qualifications, except for EdExcel. Please check with the exams officer to see whether you are able to order a priority copy of script for your GCSE subject.

Candidates wanting a copy of their scripts must inform the exams officer in writing before the request can be carried out. This must be done within **7 days** of the publication of results.

You must **not** order a priority copy of script if you wish to have a priority review of marking.

Priority copies of scripts should not be ordered if a university place is in jeopardy. If this is the case, you should complete and sign a request form for a **priority review of marking** immediately. The form will need to be returned to the exams officer within **seven days** of the publication of results. All requests for a review of marking will need to be approved by the Head of Faculty before proceeding with your application.

However, if a university course is not dependant on the result you are querying, order a photocopy of the script for the subject you are concerned about and go through it with your subject teacher to see if it is worth going for a review of marking. There will be plenty of time to order a review of marking after the receipt of the photocopy of script.

To order a priority copy of script, please inform the exams officer of the script(s) you would like back within **seven days** of the publication of results. You can email the exams officer on rebecca.baldry@hullcollegiateschool.co.uk. Please remember to include your name, candidate number, subject title and subject unit(s) when requesting priority copies of scripts.

Candidates and their parents will be subjected to cover the cost of the photocopy scripts.

Awarding organisations will provide the school with either a hard copy or an electronic image of the script. Where an awarding organisation provides the school with an electronic image of the script, this can be forwarded onto the candidate and the subject teacher via email. Hard copies will be posted out to the candidate or given directly to the subject teacher, as requested by the candidate.

Requesting the return of an original script

You can order the return of your original script from the awarding bodies. Requests for original scripts can be made up until the end of September. However, do not order an original script unless there is no possibility of you wanting a review of marking.

Once an awarding organisation has returned an original hard copy script to the centre, its security is compromised and it can no longer be subjected to an enquiry about results.

Candidates and their parents will be subjected to cover the cost of the original scripts.

The school may decide to order your original script back for teaching and learning purposes. In this situation, the head of department will ask you to complete a candidate consent form to gain your permission before proceeding with the request. Original scripts will not be ordered without your prior consent. The cost of this request will be paid through the department's budget.

This policy applies to all members of our school community, including those in our Early Years setting