

MAY 2026

RESULTS AND POST-RESULTS: EXAMS MANAGER/OFFICER ROLE AND RESPONSIBILITIES

While exams managers/officers are currently focused on the delivery of the summer exam series, they should also begin preparing for results day(s) and the post-results period. This includes planning for the downloading and secure dissemination of results, as well as managing requests for post-results services (PRS).

Exams managers/officers must ensure they are familiar with JCQ [key dates, deadlines](#), and regulations relating to [results](#) and [post-results services](#), and ensure these are followed at all times.

It is essential that senior leaders and relevant teaching staff understand that candidate consent to request a post-results service (for clerical re-checks, reviews of marking and access to scripts) must only be obtained after candidates have received their results.

The following support materials from [The Exams Office](#) (available in the Key Documents area of the Hub) will support exams managers/officers in effectively planning for and managing results and post-results in line with JCQ regulations.

Preparing for the issue of results

- [A guide to managing results and post-results](#): Provides a brief overview of the main aspects of the processes that need to be managed in the main summer results and post-results period
- [A guide to preparing for a results day](#): Provides guidance on preparing for a results day that takes place during the academic year i.e. outside of main summer results period in August
- [Awarding body results and post-results information links template](#): Provides a central point of reference to links to selected awarding body results and post-results information that will be useful for the summer series
- [Candidate permission form template](#): Provides a process to gather permission for results and/or certificate collection where candidates cannot attend the centre to collect these in the normal way
- [Certificate collection information for candidates template](#): Designed for use where the centre might issue certificates on a set date (or several set dates) and expect candidates to collect them
- [Moderation/verification returns log template](#): Provides a way of logging candidates' work returned to the centre at the end of the moderation/verification period and confirming retention for the required period

- [Results day checklist template](#): Provides a way of drawing up a list of key tasks that may need to be undertaken to effectively plan and prepare for results day(s) in summer and beyond

Managing post-results services

- [A guide to administering post-results services](#): Intended to support in understanding the services and how to effectively plan and prepare to administer them
- [Post-results services: deadlines, fees and charges template](#): Provides the opportunity to collate awarding body information on deadlines, fees and charges for post-results services into one document as a point of reference for candidates and centre staff
- [Post-results services: request, consent and payment form template](#): Provides a form that could be used to explain to candidates the full range of post-results services available and the agreement they are entering into by requesting to review their result(s) or requesting the return of copies of their scripts
- [Post-results services: tracking log template](#): Provides an example spreadsheet that could be used to log and track requests submitted to awarding bodies
- [Post-results services checklist template](#): Provides a way of drawing up a list of key tasks that need/may need to be undertaken to effectively plan and prepare for the administration of post-results services in summer

In this article, we consider the role and responsibilities of an exams manager/officer in relation to results and post-results, and the tasks they should be undertaking as this stage of the exam cycle approaches.

Task 1 – Be aware of key dates and deadlines

An exams manager/officer must be aware of all key dates and deadlines in relation to results and post-results services for the qualifications delivered within their centre. They should also set appropriate internal deadlines to ensure all required tasks are completed in line with JCQ and awarding body requirements.

The key dates and deadlines include:

Date	Review of Results (RoRs)	Access to Scripts (ATS)
13 August	Issue of GCE AS and A level results Issue of Extended Project results Issue of Level 3 VTQ results Clerical re-checks, reviews of marking and reviews of	GCE AS, A level, T level and Level 3 VTQ scripts Centres may request copies of GCE AS, A level, T level and Level 3 VTQ scripts to support reviews of marking and/or teaching and learning

	moderation may be requested now	
20 August	Issue of GCSE results Issue of Foundation and Higher Project results Issue of Level 1 & Level 2 VTQ results Clerical re-checks, reviews of marking and reviews of moderation may be requested now	GCSE and Level 1 & Level 2 VTQ scripts Centres may request copies of GCSE and Level 1 & Level 2 VTQ scripts to support reviews of marking and/or teaching and learning
20 August	DEADLINE for awarding bodies to receive requests for Priority Service 2 reviews of marking (GCE A level, T level and Level 3 VTQ qualifications only)	
20 September	DEADLINE for awarding bodies to receive requests for late subject awards (Unitised GCSE, GCE AS and A level qualifications in Wales and Northern Ireland)	
24 September	DEADLINE for Reviews of Results (RoRs): Last date for awarding bodies to receive requests	DEADLINE for copies of scripts to support teaching and learning Please see individual awarding bodies' websites for further information.

Note:

1. Visit the [JCQ website](#) for key dates relating to the summer exam series post- results services
2. Visit the [CCEA website](#) for deadlines for copies of GCE AS, A level and GCSE scripts to support reviews of marking
3. Visit the [NCFE website](#) for key dates relating to T levels
4. Visit the [WJEC website](#) for key dates relating to T levels

Vocational & Technical Qualifications (VTQs)

If your centre delivers VTQs, you must know when results are issued to centres by each awarding body and qualification so they can be checked for accuracy, as well as the date

results can be released to candidates. Be aware that results are often made available to centres several days before their official release to candidates to allow time for checking.

Support materials

JCQ

- [Key dates – June 2026 examination series](#)
- [Key dates – VTQ June 2026 examination series](#)
- [Notice to Centres: Release of results \(June 2026 examinations\)](#)

The Exams Office

- Key Documents (**Preparing for the issue of results**) – see details in article introduction above

Task 2 – Be aware of the various post-results services and the application process

While teaching staff should liaise with candidates about whether to request post-results services, it is the responsibility of the exams manager/officer to ensure they understand the available services - Reviews of Results (RoRs) and Access to Scripts (ATS).

They must also set and communicate internal deadlines and manage the application process for submitting requests. This will include the following:

Post-Results Service	Date/Deadline	Additional information
Service 1	All requests to be received by awarding bodies by 24 September The deadline for completion is within 10 calendar days of the awarding body receiving the request	This service checks that all parts of the script have been marked and the accuracy of the totalling and recording of marks Candidate consent is required and must be retained on file
Service 2	All requests to be received by awarding bodies by 24 September The deadline for completion is within 20 calendar days of the awarding body receiving the request	This service includes a clerical re-check and a review of the original marking to ensure that the mark scheme has been applied correctly. This review is not a re-mark of the script but serves to correct any possible errors identified in the original marking Candidate consent is required and must be retained on file

<p>Priority Service 2</p>	<p>All requests to be received by awarding bodies by 20 August (no later than seven days after the publication of GCE A level and Level 3 VTQ results)</p> <p>The deadline for completion is within 15 calendar days of the awarding body receiving the request</p>	<p>This service is appropriate for candidates whose university or college place may be at stake</p> <p>This service is available for externally assessed components of both unitised and linear GCE A level specifications. It is also available for Level 3 Vocational and Technical qualifications (For NCFE this service only applies to T levels)</p> <p>This review is not a re-mark of the script but serves to correct any possible errors identified in the original marking</p> <p>Candidate consent is required and must be retained on file</p>
<p>Service 3</p>	<p>All requests to be received by awarding bodies by 24 September</p> <p>The deadline for completion is up to 35 calendar days after the reviewer has received the original sample of work from the centre</p>	<p>This service is a review of the centre's original moderation and serves to ensure that the assessment criteria have been fairly, reliably and consistently applied (A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample)</p> <p>This review is not a re-moderation of candidates' work</p> <p>Candidate consent is not required</p>
<p>Access to Scripts (ATS)</p>	<p>All requests to be received by awarding bodies by 24 September</p> <p>Requests for copies of scripts to support teaching and learning received after 24 September 2026 may still be accepted (dependent on the awarding body) although reviews of marking will not be available after this date regardless of when the script</p>	<p>Centres may request copies of scripts to support:</p> <ul style="list-style-type: none"> • reviews of marking; and/or • teaching and learning <p>(This service is not available for certain City & Guilds, NCFE and TQUK qualifications)</p> <p>Prior written permission must be obtained from any candidate where the centre intends to request their script(s)</p> <p>This permission must only be sought after the candidates have received their results for</p>

	<p>was accessed. (Refer to awarding bodies' websites for more information)</p>	<p>the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use</p> <p>Candidate consent is required and must be retained on file</p> <p>Candidates' scripts used for teaching and learning purposes which are no longer required must be disposed of in a confidential manner</p>
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- Centres must submit requests online via the awarding bodies' extranet sites
- Where a centre is unable to use an awarding body's extranet site, the centre must contact the individual awarding body immediately by telephone
- Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts after the publication of results
- Candidates must consent to their script(s) being used in the classroom, and whether the script must be anonymised
- Requests received after the respective closing date will not be accepted
- Centres must not submit letters of concern with their requests
- All requests for internal candidates must be submitted (and thus supported by the centre) by an authorised member of centre staff. Requests for private candidates may either be submitted through the centre or submitted directly to an awarding body. Awarding bodies will not accept requests submitted by any other individuals, e.g. by parents/carers
- Awarding bodies will only enter into discussions regarding internal candidates with centres
- Centres must have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether a review of results should be submitted

Support materials

JCQ

- [Post-Results Services – June 2026](#)
- Infographic - Post-Results Services, Summer 2026 (to be published at time of article publication)

- Key Documents (**Managing post-results services**) – see details in article introduction above

Task 3 – Engage with senior leaders and teaching staff

JCQ regulations require centres to confirm that the following has been understood by senior members of staff and relevant teaching staff:

- Written candidate consent for clerical re-checks and reviews of marking must be obtained after the publication of results (written consent is also acceptable by email)
- Prior written permission must be obtained from any candidate where the centre intends to request their script(s) and this permission must only be sought after the candidates have received their results for the respective examination series
- Senior members of centre staff will be available to candidates immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking
- Relevant centre staff are fully aware of the post-results process, including the published deadlines for clerical re-checks, reviews of marking and reviews of moderation
- Candidates have been informed:
 - of the periods during which centre staff will be available so that they may plan accordingly
 - in writing of the arrangements for clerical re-checks, reviews of marking and reviews of moderation prior to the issue of results
 - that their final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for the subject involved - failure to do so is considered centre malpractice
- Consent forms or emails from candidates must be retained by the centre and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal as awarding bodies may request access to this documentation
- Candidate consent forms or emails for access to and use of examination scripts must be retained by the centre for at least six months

An exams manager/officer will need advice and guidance from senior leaders in relation to the following internal arrangements:

- The procedures in the event of the centre being unavailable on results day, owing to an unforeseen emergency
- The impact of a cyber attack
- How/where/when results will be disseminated to candidates
- The process for candidates who will not be collecting their results in person/via the method defined by the centre

- Acceptable forms of permission for the collection of results by a third party (e.g. parents/grandparents)
- Dealing with requests from the Local Authority for results information or issuing press releases/statement. Centres must not release results data/press releases and/or statements, including grade boundary information, to local authorities and the press, or share more widely, until candidates have received their results and after 9.30am on the appropriate date for the publication of results. A breach of this regulation is considered as malpractice
- Dealing with requests from parents/carers for a candidate's results – in particular, a parent who is defined as a 'non-resident parent'

Support materials

JCQ

- [Notice to centres: Release of results \(June 2026 examinations\)](#)

Both of the following forms can be found in JCQ's *Post-Results Services: Information and guidance for centres – June 2026 and November 2026 examination series* document

- Clerical re-checks, reviews of marking and appeals: Candidate consent form (Appendix A)
- Access to Scripts: Candidate consent form for access to and use of examination scripts (Appendix B)

The Exams Office

- Key Documents (**Managing post-results services**) – see details in article introduction above

National Association of Examinations Officers

- May 2026 article (published on 27 April): [Sharing examination information/results with third parties \(including parents\)](#)

Task 4 – Acquire the support of the IT and Premises teams

JCQ regulations require centres to have contingency plans in place to reduce the impact of a cyber-attack. To support this, the exams manager/officer must work with senior leaders and the IT team to confirm:

- arrangements if the centre is unable to download or distribute results due to IT failure or a cyber-attack
- the availability of an IT specialist on restricted release day to resolve any issues affecting access to results
- that no IT updates are scheduled which could disrupt access to awarding body systems or the centre's Management Information System

In addition, the exams manager/officer must ensure that premises and site staff understand that the centre must be accessible on restricted release day(s) and on results day(s) for relevant staff, and, where applicable, candidates collecting their results.

Task 5 – Information for – and from - candidates

The exams manager/officer or relevant centre staff must ensure that candidates are:

- made aware of the arrangements for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals prior to the issue of results
- provided with written information on the arrangements including the periods during which centre staff will be available to provide advice and guidance on their results so that they may plan accordingly
- informed that their final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for the subject involved - failure to do so is considered centre malpractice
- made aware they must provide their written consent to proceed with a clerical re-check or review of marking to confirm that they have understood what the outcome might be, and that they have provided their consent to the clerical re-check or review of marking request being submitted (Evidence of written candidate consent should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal)
- informed that there are three possible outcomes to a clerical re-check or review of marking (or a subsequent appeal):
 - the original mark may be lowered, so the final grade may be lower than the original grade received
 - the original mark may be confirmed as correct, so there is no change to the grade
 - the original mark may be raised, so the final grade may be higher than the original grade received

Exams managers/officers should also be aware of any candidates who:

- need to acquire their results via a method other than that proposed by the centre as they may not be in the country due to a holiday or living overseas
- require a third party, such as a parent or grandparent, to collect their results
- may have a non-resident parent who requires access to the exam information/results

The contents of this article were correct at the time of publication (End of May 2026)