

St Alban's Catholic High School



Exams: Internal Appeals Policy (Access Arrangements and Special Consideration) 2024-2025

To Be Reviewed Annually for Each Exam Season

Key staff involved in the policy

Role	Name(s)
Head of Centre	Mrs J Goddard
Senior leader(s)	Mrs S Morris
Exams officer	Ms M Mattis

Exams Lead	Mrs M Shemming
SENCo	Mrs C Pickard
Centre Number	19237

This procedure is reviewed and updated annually to ensure that appeals against any decision at St Alban's Catholic School relating to access arrangements and special consideration or other administrative issues are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**. This procedure is also informed by the JCQ publications **A guide to the awarding bodies' appeals processes** (chapters 3, 7), **A guide to the special consideration process** (sections 1, 2, 6), **Access Arrangements and Reasonable Adjustments** (Importance of these regulations), **GR** (section 5.4) and **Suspected Malpractice: Policies and Procedures** (section 3.3).

Purpose of the procedure

This procedure ensures compliance with JCQ regulations (GR 5.3) which state that centres must have in place and available for inspection, a written internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration.

Access arrangements and reasonable adjustments

St Alban's Catholic School will:

- comply with the principles and regulations governing access arrangements and reasonable adjustments as set out in the JCQ publication **Access Arrangements and Reasonable Adjustments**
- ensure that all staff who manage and implement access arrangements and reasonable adjustments are aware of the requirements and are appropriately supported and resourced in accordance with the regulations.
- recognise its duty to explore and provide access to suitable courses, through the access arrangements process, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- comply with its responsibilities in identifying, determining, and implementing appropriate access arrangements and reasonable adjustments.

Failure to comply with the regulations has the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates.

Special consideration

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

St Alban's Catholic School will:

- comply with the requirements as set out in the JCQ publication **A guide to the special consideration process**
- ensure that all staff who manage and administer special consideration applications are aware of the requirements

Where St Alban's Catholic School has appropriate evidence, signed by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for the affected candidate/candidates.

Centre decisions relating to access arrangements/reasonable adjustments and special consideration.

This may include:

- a decision not to award/apply for a specific access arrangement/reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration

Where St Alban's Catholic School makes a decision in relation to the access arrangement(s)/reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- This should be done in writing to the Head of Centre, stating the reasons and grounds for appealing the decision. This should be done within two weeks of the decision being made known to the appellant

To determine the outcome of the appeal, the Head of Centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements/reasonable adjustments and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal in writing within 2 working weeks of the appeal being received and logged by the centre.

If the appeal is upheld, St Alban's Catholic School will proceed to implement the necessary arrangements.

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause St Alban's Catholic School to make decisions on other administrative issues that may affect a candidate's examinations/assessments.

Where St Alban's Catholic School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- This should be done in writing to the Head of Centre within two working weeks of the decision being made known to the appellant

The appellant will be informed of the outcome of the appeal in writing within two working weeks of the appeal being received and logged by the centre.

Appeals against Internal Assessment of Work for External Qualifications

St Alban's Catholic school is committed to ensuring that whenever members of staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure.

A copy of this Appeals Policy will be available to students, parents/guardians via the school website. It is also displayed on the Exams Office noticeboard.

Appeals against the process used to arrive at a centre assessment:

1. Appeals against the process used to arrive at a mark must be made at least two weeks before the end of the last externally assessed paper in the examination series
2. Appeals against the process used must be made in writing to the Head Teacher who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Head Teacher was directly involved in the assessment in question, another member of the Senior Leadership Team will be appointed to conduct the investigation. Likewise, if the Head Teacher is not able to conduct the investigation for some other reason the same procedure will be followed.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

Appeals against the mark awarded by the centre:

1. Appeals against the mark awarded by the centre must be made at least one month before the exam board deadline for the submission of marks.
2. Appeals against the mark awarded must be made in writing to the Head Teacher who will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement with the candidate and has no personal interest in the outcome of the review.
3. The reviewer will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre.
4. The appellant will be informed in writing of the outcome of the appeal.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation does result in changes in marks awarded for internally assessed work.

That is outside the control of the school and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the Enquiries About Results procedure of the relevant awarding body.

Date: May 2025 Reviewed by Mrs J Goddard
