



Talbot Specialist School

Accreditation Appeals Policy

2023 – 24

Chair of Governors

A handwritten signature in black ink, appearing to read "Debbie Grainger-James".

(Debbie Grainger-James
Vice-Chair)

Date: 23.02.23

Review: April 2024

RATIONALE

Staff that have the appropriate training, knowledge, understanding and skills will conduct internal assessments/moderation/exam marking for all qualifications offered by the school.

Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.

If the learner (or their representative) feels that they have been assessed unfairly and the outcome of the assessment is in dispute, the learner (or their representative) has the right to appeal against the decision in accordance with the procedures set out in this policy and those by the Awarding Body.

AIMS

- To enable the learner (or their representative) to enquire, question or appeal against an assessment/moderation decision or exam mark.
- To attempt to reach agreement between the learner (or their representative) and the assessor/exams officer at the earliest opportunity.
- To standardise and record any appeal to ensure openness and fairness.
- To facilitate a learner's ultimate right of appeal to the Awarding Body, where appropriate.
- To protect the interests of all learners and the integrity of the qualification.

OBJECTIVES

- Inform the learner at induction, of this Appeals Policy and procedure, and make sure that copies are available upon request.
- Record, track and validate any appeal.
- Forward the appeal to the Awarding Body when a learner (or their representative) considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.
- Keep appeals records for inspection by the Awarding Body for a minimum of 36 months.
- Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.

RESPONSIBILITIES

It is the responsibility of the **Governors** to:

- Ratify and review policy documentation
- Establish a process for developing and/or reviewing policies
- Produce written policy statements where appropriate.

It is the responsibility of the **Senior Leadership Team** to:

- Support implementation of policy and curriculum/accreditation/exam plans across school
- Monitor overall progress in accredited areas.
- Ensure that the 'Exams Appeal Procedure' is adhered to should an appeal be made.
- Nominate three members who will be responsible for considering and acting upon any grievance which reaches 'Stage 2' (as set out below)

It is the responsibility of the **Deputy Head / Exams Officer/Internal Moderator** to:

- Make sure that copies of this policy are available upon request.
- Record, track and validate any appeal.
- Keep the appeals records for at least 36 months.
- Inform SLT should the matter be unresolved
- Inform the Awarding Body should the matter continue to be unresolved
- Provide the learner with details of the Awarding Bodys' Candidate Appeals Procedure
- Take appropriate action (along with the Exams Officer/Internal Moderator) to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Ensure that assessment/moderation/exam conditions are in held in accordance with the Awarding Bodys guidelines
- Attend the Stage 1 meeting and discuss grievance in a fair and considered manner
- Provide SLT with an outline of their assessment/markings/moderation/professional opinion re the grievance.
- Assist as requested with any enquiry by the Awarding Body

It is the responsibility of the **Faculty Leader** to:

- Keep colleagues informed of updates and ammendments which affect delivery, assessment & exam procedures
- Facilitate Stage 1 meeting and to ensure minutes are taken
- Inform the learner at induction, of this Appeals Policy (if appropriate)

It is the responsibility of the **Parents/Learners Representative** to:

- Act in the best interests of the student
- To follow the given procedures should an appeal be made.

PRACTICAL CONSIDERATIONS

Stage 1

If a learner has a complaint they should request a meeting. This will be held with the Exams Officer/Internal Moderator and the Faculty Leader and will be minuted. The meeting should be held within 10 working days of the submission request. Discussion re the grievance should take place. If this fails to resolve the matter and the learner is still dissatisfied they should proceed to the next stage.

Stage 2

If the complaint has not been resolved the learner should set out in writing the nature of their complaint and their reasons why they are dissatisfied with the outcome of the previous stage. The learner should explain how they think the matter should be settled. This should be submitted to the nominated Deputy Head, who will then bring it to the notice of SLT. The nominated SLT members will then consider the views given in writing by the learner and the views held by the Deputy Head & Exams Officer/Internal Moderator and will reach a decision within 10 working days of receipt of the learner's written grievance. They will inform the learner and the Deputy Head & Exams Officer/Internal Moderator in writing of their decision and their reasoning, within this given time period. Should the matter remain in dispute the learner should proceed to Stage 3.

Stage 3

The learner should inform SLT in writing within 10 days that they wish to pursue the matter further. SLT will then immediately instruct the Deputy Head to, within 5 working days:-

1. Notify the Awarding Body
2. Provide the learner with details of the Awarding Body's Candidate Appeals Procedure.

Stage 4

The decision from the Awarding Body will be final. All associated parties will be provided with that decision within 5 working days of receipt.

EQUAL OPPORTUNITIES

The governing body will comply with all relevant legislation and will promote equality in all aspects of school life.

