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Policy Control/Monitoring

<p>Approved by: (Position in Organisation)</p> <p>Date:</p>	<p>Governors</p> <p>04/12/2023</p>
<p>Accountability: (Position in Organisation)</p>	<p>Assistant Headteacher/ Exams Quality Control Lead</p>
<p>Revision Cycle:</p> <p>Brief details of amendments made</p>	<p>Annually</p> <p>V2</p>

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1. Introduction

Following the issue of results, awarding bodies make post-results services

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2. Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Percy Hedley School for dealing with candidate appeals relating to any centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation, or an appeal.

This procedure ensures compliance with JCQ regulations (GR 5.13) which state that centres must have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with-2(a)0236.00)

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5. Centre actions in the event of a disagreement (dispute)

Where a candidate disagrees with a centre decision not to support a clerical re-

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to make direct representations to an awarding body. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet.

To submit an internal appeal:

An internal appeals form should be completed and submitted to the centre within the time specified by the centre from the notification of the outcome of the review of the result

Subject to the head of centre's decision, the preliminary appeal will be processed and submitted to the awarding body within the required 30 calendar days of the awarding body issuing the outcome of the review of results process

Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer)

If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre

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