

# **Complaints and Appeals Procedure (Exams) April 2023**

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Next Review Date	April 2024

## **Introduction and Undertaking**

The Governors and Staff of Churchill Academy & Sixth Form will take any complaint seriously. In the first instance the Head of Centre should be notified and will review the complaint informally with the Exams Office staff and any other bodies as necessary. Any queries or issues raised will be treated fairly. If the person concerned remains dissatisfied, they should submit a formal complaint in compliance with the Academy's Complaints Policy.

## **Aims**

Churchill Academy & Sixth Form aims to ensure examination complaints are resolved in a timely and efficient, yet sensitive manner following thorough investigation. All complaints will receive attention except where they are from an anonymous source (other than Child Protection Matters). Every effort will be made to address issues informally. If, however, a complainant remains dissatisfied, the Complaints Policy sets out how a complaint may be progressed formally.

## **Evaluation & Monitoring**

This policy will be reviewed annually by the Senior Leadership Team.

All complaints will be logged and reported anonymously to the Local Governing Body as part of the review both to ensure confidentiality and provide an overview.

**Exams are due to take place in the summer 2023 season but if they are cancelled due to Coronavirus then the Academy will follow all relevant guidance from Ofqual and the examination boards to adapt this policy in relation to complaints and appeals in these circumstances.**

## **Purpose of the procedure**

This procedure confirms Churchill Academy & Sixth Form compliance with JCQ's *General Regulations for Approved Centres 20219-2022, section 5.8 (e)* that the centre will "...draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."

## **Grounds for complaint**

A candidate (or their parent/carer) may make a complaint on the grounds below (this is not an exhaustive list).

### **Teaching and learning**

- ▶ Quality of teaching and learning, for example
  - ▶ Non-subject specialist teacher without adequate training/subject matter expertise utilised on a long-term basis
  - ▶ Teacher lacking knowledge of new specification/incorrect core content studied/taught
  - ▶ Core content not adequately covered
  - ▶ Inadequate feedback for a candidate following assessment(s)
- ▶ Pre-release/advance material/set task issued by the awarding body not provided on time to an exam candidate
- ▶ The taking of an assessment, which contributes to the final grade of the qualification, not conducted according to the JCQ/awarding body instructions
- ▶ The marking of an internal assessment, which contributes to the final grade of the qualification, not undertaken according to the requirements of the awarding body (complainant should refer to the centre's *internal appeals procedure*)
- ▶ Centre fails to adhere to its *internal appeals procedure*
- ▶ Candidate not informed of his/her centre assessed marks prior to marks being submitted to the awarding body
- ▶ Candidate not informed of his/her centre assessed marks in sufficient time to request/appeal a review of marking prior to marks being submitted to the awarding body
- ▶ Candidate not given sufficient time to review materials to make a decision whether to request a review of centre assessed marks

### **Access arrangements**

- ▶ Candidate not assessed by the centre's appointed assessor
- ▶ Candidate not involved in decisions made regarding his/her access arrangements
- ▶ Candidate did not consent to personal data being shared electronically (by the non-acquisition of a signed Data Protection Notice)

- ▶ Candidate not informed/adequately informed of the arrangements in place and the subjects or components of subjects where the arrangements would not apply
- ▶ Exam information not appropriately adapted for a disabled candidate to access it
- ▶ Adapted equipment put in place failed during exam/assessment
- ▶ Approved access arrangement(s) not put in place at the time of an exam/assessment
- ▶ Appropriate arrangements not put in place at the time of an exam/assessment as a consequence of a temporary injury or impairment

### **Entries**

- ▶ Failure to clearly explain a decision of early entry for a qualification to candidate (or parent/carer)
- ▶ Candidate not entered/entered late (incurring a late entry fee) for a required exam/assessment
- ▶ Candidate entered for a wrong exam/assessment
- ▶ Candidate entered for a wrong tier of entry

### **Conducting examinations**

- ▶ Failure to adequately brief candidate on exam timetable/exam regulations prior to exam/assessment taking place
- ▶ Room in which exam held did not provide candidate with appropriate conditions for taking the exam
- ▶ Inadequate invigilation in exam room
- ▶ Failure to conduct exam according to the regulations
- ▶ Online system failed during (online) exam/assessment
- ▶ Disruption during exam/assessment
- ▶ Alleged, suspected or actual malpractice incident not investigated/reported
- ▶ Eligible application for special consideration for a candidate not submitted/not submitted to timescale
- ▶ Failure to inform/update candidate on the outcome of a special consideration application

### **Results and Post-results**

- ▶ Before exams, candidate not made aware of the arrangements for post-results services and the accessibility of senior members of centre staff after the publication of results
- ▶ Candidate not having access to a member of senior staff after the publication of results to discuss/make decision on the submission of an enquiry
- ▶ Candidate request for return of work after moderation and work not available/disposed of earlier than allowed in the regulations
- ▶ Candidate (or parent/carer) unhappy with a result (complainant to refer via exams officer to awarding body *post-results services*)

- ▶ Candidate (or parent/carer) unhappy with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal (complainant to refer via [insert who] to the centre's *internal appeals procedure*)
- ▶ Centre applied for the wrong post-results service/for the wrong exam paper for a candidate
- ▶ Centre missed awarding body deadline to apply for a post-results service
- ▶ Centre applied for a post-results service for candidate without gaining required candidate consent/permission

### **Complaints and appeals procedure**

If a candidate (or their parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification they are following, Churchill Academy & Sixth Form encourages them to try to resolve this informally in the first instance. A concern or complaint should be made in person, by email, telephone or in writing to the head of centre using the Exams Complaint and Appeals Form where possible. If a complaint fails to be resolved informally the candidate (or their parent/carer) is then at liberty to make a formal complaint.

#### **How to make a formal complaint**

- ▶ Please refer to the Academy's Complaints Policy

#### **How a formal complaint is investigated**

- ▶ Please refer to the Academy's Complaints Policy

### **Appeals**

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.

- ▶ Please refer to the Academy's Complaints Policy

## Exam Complaints and Appeals form

Please tick box to indicate the nature of your complaint/appeal

- ☐ Complaint/appeal against the centre's delivery of a qualification
- ☐ Complaint/appeal against the centre's administration of a qualification

FOR CENTRE USE ONLY	
Date received	
Reference No.	

**Name of complainant/appellant**

**Candidate name** if different to complainant/appellant

Please state the grounds for your complaint/appeal below

If your complaint is lengthy please write as bullet points; please keep to the point and include relevant detail such as dates, names etc. and provide any evidence you may have to support what you say

Your appeal should identify the centre's failure to follow procedures as set out in the relevant policy, and/or issues in teaching and learning which have impacted the candidate

*If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

Detail any steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s)

Complainant/appellant signature:  
signature:

Date of



This form must be completed in full; an incomplete form will be returned to the complainant/appellant

### **Complaints and appeals log**

This information is recorded as part of the Academy's Complaints Policy – please refer to this process.