



# Internal Appeals Procedure

- Assessment decisions.
- Post- Results Services and appeals.
- **Access arrangements, special consideration, and other administrative issues.**

Melton Vale Sixth Form College

Internal Appeals Procedure (Access arrangements, special consideration, and other administrative issues)

Centre name	Melton Vale Sixth Form College
Centre number	25300
Date procedure first created	13/03/2024
Current procedure approved by	Paula Eaves
Current procedure reviewed by	Paula Eaves
Date of next review	24/10/2025

Key staff involved in the procedure.

Role	Name
Head of centre	Dr. Nicki Dartnell
Senior leader(s)	Natasha Roberts - Assistant Headteacher
Exams officer	Paula Eaves
ALS lead/SENCo	Toni Johnson
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that appeals against any decision at Melton Vale Sixth Form College 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**

Melton Vale Sixth Form College 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, Melton Vale Sixth Form College:

- recognises 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.
- complies 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.

Melton Vale Sixth Form College 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 Melton Vale Sixth Form College 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 Melton Vale Sixth Form College 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, along with a completed 'Internal Appeals Form' setting out the grounds for appeal should be submitted within 10 working days of being informed about a decision.

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 as soon as possible (aiming for within 5 working days)

If the appeal is upheld, Melton Vale Sixth Form College will submit/apply the application concerned.

Also see – Access Arrangements Policy 2023/2024

## **Appeals regarding centre decisions relating to other administrative issues.**

Circumstances may arise that cause Melton Vale Sixth Form College to make decisions on other administrative issues that may affect a candidate's examinations/assessments.

Where Melton Vale Sixth Form College 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, along with a completed 'Internal Appeals Form', setting out the grounds for appeal should be submitted.

The appellant will be informed of the outcome of the appeal as soon as possible (aiming for within 5 working days)

For centre use only	
Date Received	

## Internal Appeals Form

- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.
- Appeal against the centre's decision relating to access arrangements or special consideration.
- Appeal against the centre's decision relating to an administrative issue.

\*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

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

Appellant signature:

Date of signature:

This form must be signed, dated, and returned to the exams officer (on behalf of the head of centre) to the timescale indicated in the relevant appeals procedure.