



Policy:	Appeals
Ref:	CM20
Review Date:	February 2025
Next Review:	February 2028
Authorised by:	Headteacher / Exams Officer

Introduction

This policy addresses the situation where students may wish to appeal against a grade he/she has received for a qualification.

Access

Students are made aware of the existence of this policy and have open access to it. It can be found in school along with Appeals procedure CMP33. All teachers are made aware of these and how to access them in order that students can be supported.

The procedures are reviewed carefully and will be amended in response to feedback from students, staff, parents, carers and external organisations. If necessary, the policy will also be amended.

Policy Statement

All students at Clare Mount Specialist Sports College have the right to make an appeal about any of the marks received for the qualifications they are undertaking. **This includes any marks awarded as a result of the grade allocation process when formal external assessments are cancelled.**

Aim:

- To enable the learner to enquire, question or appeal against an assessment decision.
- To attempt to reach agreement between the learner and the assessor 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.

In order to do this, the centre will:

- Inform the learner of the Appeals Policy and procedure
- Record, track and validate any appeal
- Forward the appeal to the awarding body when a learner 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 18 months
- Have a staged appeals procedure
- 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.