



**CASTLE MEAD**  
**ACADEMY**

**INTERNAL APPEALS PROCEDURE**  
**Access Arrangements**  
**2023/24**

## Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Principal, along with the Executive Principal will take a key role in monitoring and evaluating the policy. The policy along with other academy policies will be available on the academy website. The Academy Council will review the policy annually and assess its implementation and effectiveness.

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Castle Mead Academy are managed in accordance with current requirements and regulations in the JCQ publications General Regulations for Approved Centres (GR 5.7), Instructions for conducting non-examination assessments (ICNEA 6.1). This procedure is also informed by the JCQ publications Reviews of marking (centre assessed marks) suggested template for centres and Notice to Centres - Informing candidates of their centre assessed marks.

Centre Name	Castle Mead Academy
Centre Number	25361
Date policy first created	19/09/2023
Current policy approved by	Thomas Hague
Current policy reviewed by	Thomas Hague
Date of next review	01/10/2024

### Revision History:

Version:	Date:	Author:	Summary of Changes:
0.2	19/09/2023	THA	New Policy

### Key staff involved in the policy

Key staff involved in the policy- Senior leader(s) Role	Name(s)
Head of Centre	Mr Thomas Hague
Principal	Mr Thomas Hague
Vice Principal Curriculum, Teaching and Learning	Miss C French
Vice Principal, Behaviour	Miss M Rueben
Head of Safeguarding	Miss N Murphy
Academy Manager	Mrs R Sharp

Assistant Principal, Teaching and Learning	Mr A Biggs
Assistant Principal, Teaching and Learning	Miss A Harris
Assistant Principal, Scholar Development	Mr M Rule
Assistant Principal, Personal Development	Miss J Simpkin
Assistant Principal, Achievement & Quality assurance lead/Lead internal verifier	Miss A Thorley
ALS lead/SENCo	Mrs A Turner Assistant Principal
Exams Manager	Bejal Shah

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## **Purpose of the procedure**

### **Appeals regarding centre decisions relating to access arrangements and special consideration.**

This procedure confirms Castle Mead Academy compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- 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.

Castle Mead Academy will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**.
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced.

### **Access arrangements and reasonable adjustments**

In accordance with the regulations, Castle Mead Academy:

- 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 have 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 AARA (Importance of these regulations).

### **Special consideration**

Where Castle Mead Academy can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

### **Centre decisions relating to access arrangements, reasonable adjustments and special consideration**

This may include Castle Mead Academy decision not to make/apply for a specific 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 Castle Mead Academy 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 setting out the grounds for appeal should be submitted.
- An **internal appeals form** should be completed and submitted within 5 working days of the decision being made known to the appellant.

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 and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal: within 5 working days of the appeal being received and logged by the centre.

If the appeal is upheld, Castle Mead Academy will proceed to implement the necessary arrangements/submit the necessary application.

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This procedure is informed by the JCQ publications [A guide to the awarding bodies' appeals processes](#) (section 3), [Suspected Malpractice: Policies and Procedures \(section 3.3\)](#), [General Regulations for Approved Centres \(section 5.4\)](#), [Access Arrangements and Reasonable Adjustments](#) (Importance of these regulations) [and A guide to the special consideration process](#) (sections 1, 2, 6)

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

Circumstances may arise that cause Castle Mead Academy to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where Castle Mead Academy 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 the regulations or followed due process, a written request setting out the grounds for appeal should be submitted.
- An **internal appeals form** should be completed and submitted within 5 working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 2 working days of the appeal being received and logged by the centre.

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This procedure is informed by the JCQ publication [A guide to the awarding bodies' appeals processes](#) (section 7)

FOR CENTRE USE ONLY	
Date received	
Reference No.	

## Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes\* on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- 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 applicable, tick below)

- Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking.  
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





## Further guidance to inform and implement appeals procedures

### JCQ publications

- General Regulations for Approved Centres  
<https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services  
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)  
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres – Informing candidates of their centre assessed marks <https://www.jcq.org.uk/exams-office/non-examination-assessments>
- Suspected Malpractice: Policies and Procedures <https://www.jcq.org.uk/exams-office/malpractice/>
- Access Arrangements and Reasonable Adjustments <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>
- A guide to the special consideration process <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

### Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements  
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>