



Internal Appeals Process (Exams)

November 2024 - 2025

Approved by Local Governing Body

Chair of Governors: John Garner

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Policy aim and statement

This policy sets out the procedures to be followed in the event that a candidate wishes to request an appeal against decisions made, including;

- a finding of malpractice by an awarding body in the assessment of assessed qualifications.
- Access arrangements or special consideration
- Post-results service
- Review of other administrative decisions

This policy is to be read in conjunction with our examinations policy and the JCQ's 'suspected malpractice in examinations and assessments policies and procedures' and 'A guide to the awarding bodies' appeals processes' documents (as amended from time to time). The school will also comply with any guidance issued by the awarding bodies in reporting and appealing any instances of malpractice.

Appeals against malpractice

Procedure

Following an investigation into allegations of exam malpractice which have been reported to the relevant awarding bodies, the malpractice committee of the awarding bodies will decide:

- Whether or not there has been malpractice; and
- If malpractice is established, whether a sanction should be applied.

Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible.

The awarding bodies have established procedures for considering appeals against penalties arising from malpractice decisions. Appeals may only be initiated by the head of centre against a finding of malpractice and/or the sanction imposed by the awarding body against a candidate; however, it is not possible to appeal against a decision to take no further action or against a sanction which is perceived to be too lenient.

The JCQ guidance states that candidates and/or their representatives/parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the head of centre (i.e. the headteacher) in accordance with this internal appeals process.

This policy has been drafted so that the school can satisfy the requirements and timescales of the JCQ guidance which states that, "Appeals should be made within two calendar weeks of receiving the malpractice decision. Awarding bodies may reject appeals made outside of this timescale."

Stage 1 – Representations to the head of centre

If after receiving the decision and/or sanction issued by the awarding body as to malpractice the candidate wishes to request an appeal, written representations (with evidence where relevant) must be made to the headteacher, as head of centre within 2 working days of receipt of the decision. Representations should be sent to the headteacher in writing, by email or letter, using the school's main email address: office@ruisliphigh.org.uk or by post (recorded delivery) to Ruislip High School,

Sidmouth Drive, Ruislip, HA4 0BY. The school may suggest alternative arrangements if this is during the school holidays. "Appeals must be based on reasonable grounds which relate to the incident in question. The following are accepted as reasonable grounds (although please note this is not an exhaustive list):

- The incident was not dealt with in accordance with the published procedures in the JCQ publication suspected malpractice in examinations and assessments;
- The decision was unreasonable in light of the evidence presented;
- Further evidence has come to light which changes the basis of the decision;
- The sanction imposed is disproportionate to the seriousness of the malpractice.

The following do not, by themselves, constitute grounds for an appeal:

- The individual did not intend to cheat;
- The individual has an unblemished academic record;
- The individual could lose a university place;
- The individual regrets his/her actions

The headteacher shall review the written representations and shall make a decision within 2 working days as to whether to proceed with an appeal on behalf of the candidate.

The headteacher will communicate the school's decision with reasons to the candidate in writing.

The headteacher may exercise discretion about:

- Whether to ask the awarding bodies for an extension of time for submitting an appeal; and
- Extending the timescales for the receipt of representations from the candidate and / or communicating the decision about whether to proceed with the appeal on behalf of the candidate.

If the headteacher is unavailable to deal with an appeal, he/she can be deputised by the Senior Deputy Headteacher.

Stage 2 - Internal appeal to the chair of governors

If the headteacher declines to proceed with an appeal on behalf of the candidate and the individual is not satisfied with this decision, there is a further opportunity to appeal to the chair of governors within 10 working days of receipt of the headteacher's decision. The candidate must submit written representations (with evidence where relevant) addressed to the clerk to the governors, in writing, by email or letter, using the school's main email address: vltgovernance@vlt.org.uk or by post (recorded delivery) to Ruislip High School, Sidmouth Drive, Ruislip, HA4 0BY.

The chair of governors will consider the representations and the headteacher's reasons for declining to proceed with an appeal and communicate his or her decision within 2 working days from receipt of the individual's representations in writing. The chair of governors must set out the reasons for which the appeal should be allowed or refused, as detailed above. If the chair of governors decides that the school should proceed with an appeal on behalf of the school, he or she must inform the headteacher without delay with the reasons why.

The chair of governors may exercise discretion about:

- Whether to ask the awarding bodies for an extension of time for submitting an appeal; and

- Extending the timescales for the receipt of representations from the candidate and / or communicating the decision about whether the school should proceed with the appeal on behalf of the candidate.

The chair of governors may delegate the requirement to consider a Stage 2 appeal to any member of the school's local governing body.

Stage 3 - External appeal

If the School agrees to proceed with an appeal on behalf of a candidate (either under Stage 1 or Stage 2 of this policy), the headteacher should submit a written request for an appeal to the relevant awarding body without delay. A list of the awarding bodies' addresses is provided in appendix A, and a template notification form can be found in appendix B.

The headteacher may exercise discretion about whether to ask the awarding bodies for an extension of time for submitting an appeal at this stage.

The headteacher submitting the appeal must set out as clearly and concisely as possible the grounds for the appeal (as detailed above) and must include any further evidence relevant to supporting the appeal.

Once the appeal has been received by the awarding bodies, it will be handled in accordance with the JCQ appeals process mentioned above.

This policy sets out the school's internal appeals policy in accordance with the JCQ guidance and is separate to any sanctions / review process in accordance with the school's behaviour policy.

Appeals against post-results service

If the school declines to proceed with a review of marking on behalf of the candidate, there is an opportunity to appeal to the chair of governors within 10 working days of receipt of receiving their grades. The candidate must submit written representations (with evidence where relevant) addressed to the clerk to the governors, in writing, by email or letter, using the school's main email address: office@ruisliphigh.org.uk or by post (recorded delivery) to Ruislip High School, Sidmouth Drive, Ruislip, HA4 0BY.

The chair of governors will consider the representations and the headteacher's reasons for declining to proceed with a review of marking within 2 working days from receipt of the individual's representations in writing. The chair of governors must set out the reasons for which the appeal should be allowed or refused. If the chair of governors decides that the school should proceed with the review of marking on behalf of the school, he or she must inform the headteacher without delay with the reasons why.

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

This may include Ruislip High School 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 Ruislip High School 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
- A formal email or letter addressed to the head of centre should be sent within 14 calendar 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 14 calendar days of the appeal being received and logged by the centre.

If the appeal is upheld, Ruislip High School will proceed to implement the necessary arrangements/submit the necessary application.

Appendix A

The details provided on or appended to this form will form the basis of the case being put forward by the appellant.

When completing the details, please pay particular attention to **section 10** of this form, which outlines the grounds for appeal and summarises your reasons for appealing.

If you require clarification or assistance, please contact the relevant awarding body.

Please indicate the type of appeal or review being initiated

	Post-results service
	Malpractice
	Access arrangements, reasonable adjustments or special consideration
	Review of other administrative decisions

If this is an appeal against the outcome of a clerical re-check, a review of marking, a review of moderation or an access arrangement/special consideration decision, please indicate below whether this is an application for a preliminary appeal or an appeal hearing.

	Preliminary appeal
	Appeal hearing*

***Please note that an appellant cannot proceed to an appeal hearing unless they have already initiated a preliminary appeal and this appeal has been completed.**

1. Name of appellant:
2. Centre name:
3. Address:
4. Telephone number:
5. Name and position of person to contact at the centre:
6. Email address of contact person:
7. Examination series:
8. Title and level of specification:
9. Name(s) and candidate number(s) of candidate(s) on whose behalf you are appealing (where applicable).

Candidate name	Candidate number	Component/unit code

(Continue on another sheet if necessary.)

10. Grounds for appeal:

Please state the grounds for this appeal, continuing overleaf as necessary, and attach all supporting documentation. If the centre attends a hearing, there will be opportunities for further points to be raised during the hearing, but substantive new evidence **should not** be introduced on the day of the hearing. It is in the interest of all parties that all grounds for appeal are clearly stated in the application.

11. Names and positions of people attending an appeal hearing:

Signed (Appellant):

Date:

Please return the completed form to the relevant awarding body. If you have not received an acknowledgement within five working days, please contact the awarding body.