



Peacehaven Community School

Enquiries about Results – Appeals Exams Policy

Head of Centre	Rachel Henocq
Date	September 2022
Date for Review	September 2023
Responsibility for Review	Head of Centre

Appeals can only be submitted after the outcome of an Enquiry about Results has been reported to the centre. Internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the Head of Centre where the candidate was entered or registered. The Head of Centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

The following procedure will be followed if any candidate is dissatisfied with the outcome from an awarding body, after an Enquiry about Results has been processed:

- An appeal must be made in writing by the candidate's parent/carer to the Examinations Officer and signed by both the parent/carer and the candidate. The grounds for the appeal must be clearly stated. **Appeals are only accepted by a Head of Centre on behalf of a candidate or a group of candidates.**
- If the Head of Centre is convinced that the awarding body has not followed due procedures (as outlined in the regulator's *Code of Practice*, JCQ's publication *Post Results Services – Information and guidance to centres* and NCFE's *Appeals Policy*), it is possible to submit an appeal.
- The Head of Centre should submit a written request to the relevant awarding body. The Head of Centre submitting the appeal must set out as clearly as possible the nature of the concern and the reasons for it. **Appeals must be made within two calendar weeks of receiving the outcome of the enquiry about results and by the appropriate awarding body's deadline.**
- If an appeal is accepted, an investigation will be made into the candidate's or centre's results, and the awarding body's procedures will follow. An appeal investigation does not generally involve a further review of candidates' work. Awarding bodies may charge a fee for appeals – this fee will be refunded if the appeal is upheld.
- If an appeal is not accepted, the reason(s) for this will be given.

Please note that if an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of an Enquiry about Results or a subsequent appeal.

This policy has been reviewed and authorised by:



Rachel Henocq
Headteacher/Head of Centre