



# Exam Appeals Policy

Tees Valley Education Trust

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# 1. Policy Statement

The Trust's Exam Appeals Policy outlines the procedure for pupils and parents/guardians to appeal examination results. The policy aims to ensure fairness, transparency, and compliance with Joint Council for Qualifications (JCQ) regulations. It covers the process for requesting reviews of marking, appeals against examination results, and dealing with issues related to non-examination qualifications, such as coursework and internal assessments.

## 2. Roles and Responsibilities

### 2.1 Head Teacher

- The Head Teacher has overall responsibility for ensuring compliance with JCQ regulations and the proper implementation of this policy.
- Provides oversight of the appeals process to ensure fairness and transparency.

### 2.2 Exams Officer

- The Exams Officer manages the appeals process, including coordinating reviews of marking and appeals against examination results.
- Acts as the primary point of contact for pupils, parents/guardians, and JCQ regarding appeals.
- Ensures that the appeals policy is communicated effectively to all stakeholders.

### 2.3 Teachers and Subject Leads

- Teachers and subject leads support the appeals process by providing additional information or context where needed.
- They ensure that internal assessments and coursework are marked fairly and comply with Academy and JCQ standards.

## 3. Grounds for Appeal

- Appeals can be made on the grounds of suspected errors in marking, misapplication of exam regulations, administrative errors, or issues related to non-examination qualifications (such as coursework or internal assessments).
- Appeals must be based on valid grounds and cannot be made solely on the basis of a student's dissatisfaction with their grade.

## **4. Appeals Process**

### **4.1 Requesting a Review of Marking**

- Pupils or parents/guardians who believe there is an error in the marking of an examination can request a review of marking.
- Requests must be made in writing to the Exams Officer within a specified timeframe after results are released, typically within 14 days.
- The request should clearly state the grounds for review and the specific aspects of the examination in question.
- The Exams Officer submits the request to the relevant examination board for review. An independent examiner will re-mark the examination script to verify the original marking.

### **4.2 Appeals Against Examination Results**

- If the review of marking does not resolve the issue, pupils or parents/guardians may submit a formal appeal against the examination result.
- Appeals must be submitted in writing to the Exams Officer within 7 days of receiving the outcome of the review of marking.
- The appeal must clearly state the grounds for appeal and include any relevant evidence.
- The Exams Officer coordinates the appeal process with JCQ or the relevant examination board, ensuring compliance with JCQ regulations.

### **4.3 Appeals for Non-Examination Qualifications**

- For non-examination qualifications such as coursework or internal assessments, pupils or parents/guardians can request an internal review if they believe there has been an error or unfair treatment.
- Requests for internal review must be made in writing to the Exams Officer within 7 days of receiving the grade or result.
- If the internal review does not resolve the issue, a formal appeal can be submitted to JCQ or the relevant examination board through the Exams Officer.

## **5. Outcomes of Appeals**

- Outcomes of appeals can include changes to examination grades, adjustments to coursework marks, or other corrective actions as determined by the examination board.
- The Exams Officer communicates the outcome of the appeal to the student and parents/guardians as soon as it is received from JCQ or the relevant examination board.
- If the appeal is successful and results in a grade change, the Academy will update its records and re-issue certificates if necessary.

## **6. Fees and Costs**

- Appeals and reviews of marking may incur additional fees. The Exams Officer informs pupils and parents/guardians of any applicable fees before submitting a request.
- Payment must be made before the appeal or review is submitted. The Academy provides a clear breakdown of costs associated with appeals.

## **7. Monitoring and Review**

- The appeals policy is reviewed annually to ensure compliance with JCQ regulations and to address any changes in the appeals process.
- The Head of Academy and the Exams Officer lead this review, involving relevant stakeholders.
- Suggestions for improvement and feedback from previous appeals are considered during the review process.

## **8. Communication and Support**

- The appeals policy is communicated to all staff, pupils, and parents/guardians at the beginning of the academic year.
- The Academy provides support to pupils and parents/guardians throughout the appeals process, offering guidance and answering questions as needed.
- Staff involved in the appeals process are trained to ensure compliance with JCQ regulations and to handle appeals fairly and efficiently.