



# Complaints and Appeals Procedure

Policy/Procedure creator: Patrick Hawthorne

Policy/Procedure created/reviewed: 16/11/2021

Centre Name	Chaffinch Brook
Centre Number	90909
Date procedure first created	02/11/2021
Current procedure reviewed by	Exams Officer
Current procedure approved by	Head of centre
Date of next review	12.09.2022

## Key staff involved in the procedure

Role	Name
Exams officer	Patrick Hawthorne
Senior leader(s)	Leona Brown-Morris
Head of centre	Andy Millard
Other staff (if applicable)	Jan Loughborough

This procedure is reviewed and updated annually to ensure that the complaints and appeals in relation to examinations at Chaffinch Brook is managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**.

## Purpose of the procedure

The purpose of this procedure is to confirm the arrangements for complaints and appeals in relation to examinations at Chaffinch Brook and confirms compliance with JCQ's **General Regulations for Approved Centres** (section 5.8) in drawing to the attention of candidates and their parents/carers their written complaints and appeals procedure which covers general complaints regarding the centre's delivery or administration of a qualification.

## Grounds for complaint

A candidate (or his/her/parent/carer) at Chaffinch Brook may make a complaint on the grounds below.

### Teaching and Learning

- Quality of teaching and learning, for example
  - Non-subject specialist teacher without adequate training/subject matter expertise utilised on a long-term basis
  - Teacher lacking knowledge of new specification/incorrect core content studied/taught
  - Core content not adequately covered
  - Inadequate feedback for a candidate following assessment(s)
- Pre-release/advance material/set task issued by the awarding body not provided on time to an examination candidate
- The taking of an assessment, which contributes to the final grade of the qualification, not conducted according to the JCQ/awarding body instructions
- The marking of an internal assessment, which contributes to the final grade of the qualification, not undertaken according to the requirements of the awarding body (complainant should refer to the centre's **internal appeals procedure**)
- Centre fails to adhere to its **internal appeals procedure**
- Candidate not informed of their centre assessed mark prior to marks being submitted to the awarding body
- Candidate not informed of their centre assessed mark in sufficient time to request/appeal a review of marking prior to marks being submitted to the awarding body
- Candidate not given sufficient time to review materials to make a decision whether to request a review of the centre assessed mark

Additional grounds for complaint relating to teaching and learning:

Not applicable

### Access arrangements

- Candidate not assessed by the centre's appointed assessor
- Candidate not involved in decisions made regarding their access arrangements
- Candidate did not consent to personal data being shared electronically (by the non-acquisition of a signed **data protection notice/candidate data personal consent form**)
- Candidate not informed/adequately informed of the arrangement(s) in place and the subjects or components of subjects where the arrangement(s) would not apply
- Examination information not appropriately adapted for a disabled candidate to access it
- Adapted equipment put in place failed during examination/assessment
- Approved access arrangement(s) not put in place at the time of an examination/assessment

- Appropriate arrangement(s) not put in place at the time of an examination/assessment as a consequence of a temporary injury or impairment

Additional grounds for complaint relating to access arrangements:

Not applicable

### Entries

- Failure to clearly explain a decision of early entry for a qualification to candidate (or parent/carer)
- Candidate not entered/entered late (incurring a late entry fee) for a required examination/assessment
- Candidate entered for a wrong examination/assessment
- Candidate entered for a wrong tier of entry

Additional grounds for complaint relating to examination entries:

Not applicable

### Conducting examinations

- Failure to adequately brief candidate on examination timetable/regulations prior to examination/assessment taking place
- Room in which assessment held did not provide candidate with appropriate conditions for taking the examination
- Inadequate invigilation in examination room
- Failure to conduct the examination according to the regulations
- Online system failed during (on-screen) examination/assessment
- Disruption during the examination/assessment
- Alleged, suspected or actual malpractice incident not investigated/reported
- Failure to inform/update candidate on the outcome of a special consideration application

Additional grounds for complaint relating to the conducting of examinations:

Not applicable

### Results and Post-Results

- Before examinations, candidate not made aware of the arrangements for post-results services and the availability of senior members of centre staff after the publication of results
- Candidate not having access to a member of senior staff after the publication of results to discuss/make a decision on the submission of a results review/enquiry
- Candidate request for return of work after moderation and work not available/disposed of earlier than allowed in the regulations
- Candidate (or parent/carer) unhappy with a result (complainant to refer via exams officer to awarding body **post-results services**)
- Candidate (or parent/carer) unhappy with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal (complainant to refer to the centre's **internal appeals procedure**)
- (updated 2021/22) Centre applied for the wrong post-results service/for the wrong script for a candidate
- Centre missed awarding body deadline to apply for a post-results service
- Centre applied for a post-results service for a candidate without gaining required candidate consent/permission

Additional grounds for complaint relating to results and post-results:

Not applicable

## Complaints and Appeals Procedure

If a candidate (or parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification, Chaffinch Brook encourages an informal resolution in the first instance. This can be undertaken by

- Complaints should be raised by emailing [chaffinch.exams@beckmeadtrust.org](mailto:chaffinch.exams@beckmeadtrust.org).
- Complaints received by any other means, i.e. verbally, by telephone or text, or in writing to other staff, will be directed to the Exams Officer in the first instance.
- The grounds for the complaint should be clearly outlined.
- The Exams Officer and/or the Head of Centre will attempt to resolve the complaint informally if possible.

If a concern or complaint fails to be resolved informally, the candidate (or parent/carer) is then at liberty to make a formal complaint.

### How to make a formal complaint

All documentation relating to the submission of a formal complaint is available from, and should be returned to Andy Millard, Head of centre. Formal complaints will be logged and acknowledged within 5 school calendar days.

To make a formal complaint, candidates (or parents/carers) must

- Write or email to the Head of centre to outline the body of the complaint, including any witnesses or other pertinent information.
- Submit an internal complaints/appeals form.

### How a formal complaint is investigated

- In accordance with the Beckmead Trust Complaints Procedure, the Head of Centre will call upon a member of staff, not previously involved in the matter, to investigate the complaint.
- The investigating officer will interview any witnesses, gather any evidence and review any relevant policies to establish the circumstances of the complaint.

The findings and conclusion of any investigation will be provided to the complainant within 2 school working weeks.

### Appeals

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.

To submit an appeal, candidates (or parents/carers) must

- Appeals should be raised in writing by letter or email to the Head of Centre, or via [chaffinch.exams@beckmeadtrust.org](mailto:chaffinch.exams@beckmeadtrust.org).
- The grounds for the appeal should be clearly outlined.

Appeals will be logged and acknowledged within 5 school calendar days .

The appeal will be referred to Chair of Governors, or a special committee of the Governing Body for an Appeal Meeting to be convened. .

It will be the responsibility of The Chair of Governors or Appeal Committee Chair (if this is a different governor) to inform the appellant of the final conclusion.

Additional details on the appeals process:

Not applicable.