



The Queensmill Trust

Introduction

This policy addresses the situation where students may wish to appeal against the outcome he/she has received for a qualification.

Access

Students are made aware of the existence of this policy and have open access to it. It can be found in the Deputy Head's office and online in the Key Stage 4 'Asdan' folder along with the appeals policies for each of the awarding bodies used by The Queensmill Trust. All tutors are made aware of these policies and how to access them in order that students can be supported.

This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.

Policy Statement

All students at The Queensmill Trust have the right to make an appeal about any of the outcomes for the qualifications they are undertaking.

If any student wishes to appeal a decision, they should follow the following procedure.

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate why he/she received the outcome.
3. If the student is not satisfied with the explanation, the piece of work will be re-evaluated by another member of staff also involved with that qualification.
4. The student will be informed of the outcome of the re-evaluation by letter.
5. If the student wants to continue the appeal, he/she needs to contact the exams officer, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.
6. Please note: a student must have the support of the centre to be able to appeal against a result.

Policy reviewed – August 2023

Reviewed byF Adu.....

Date for next review – Spring 2025