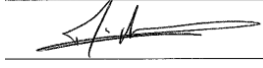




A FUTURE UNIVERSITY BY SCHOOL OF CODING

# Internal Appeals Procedure

**Policy Owner:** Mandeep Athwal

Full Name	Position	Signature	Date	Review Cycle
Mandeep Athwal	CEO		01.09.2024	Annual

## **Mission Statement**

School of Coding is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support, facilitates students in succeeding in education. Our broad and balanced curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs (including SEND and Mental Health support). Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfillment in employment.

## 1. Introduction

This procedure outlines the process for appealing internal assessment decisions and post-results services in compliance with JCQ regulations. It ensures fairness, transparency, and adherence to established guidelines.

## 2. Scope

This procedure applies to all internal assessments conducted as part of qualifications overseen by the JCQ, including but not limited to coursework, controlled assessments, and non-examination assessments (NEA). It also covers appeals related to post-results services such as reviews of marking and moderation.

## 3. Grounds for Appeal

Appeals may be lodged on the following grounds:

- **Procedural Irregularity:** A failure to follow the correct procedures.
- **Administrative Error:** Mistakes in recording or processing marks.
- **Unfair Treatment:** Evidence of bias or discrimination.
- **Marking Error:** Belief that the assessment was marked incorrectly or inconsistently.

## 4. Initial Concerns

Before lodging a formal appeal, students should discuss their concerns with the relevant teacher or assessor to resolve issues informally.

## 5. Formal Appeals Process

### Step 1: Lodging an Appeal

- Appeals must be submitted in writing using the official Appeals Form, available from the Examinations Office.
- The appeal should detail the reasons for the appeal and include any supporting evidence.
- Appeals must be lodged within 10 working days of receiving the assessment result or post-results service outcome.

### Step 2: Acknowledgement

- The Examinations Office will acknowledge receipt of the appeal within 3 working days.
- A copy of the appeals procedure will be provided to the appellant.

### Step 3: Preliminary Review

- The Head of Education (or a senior staff member not involved in the original assessment) will conduct a preliminary review to determine if there are valid grounds for the appeal.
- The review will be completed within 10 working days of acknowledging the appeal.

#### **Step 4: Investigation**

- If valid grounds are found, an investigation will be conducted by an Appeals Panel comprising at least three members:
  - A senior member of staff (not involved in the assessment in question).
  - A subject expert (different from the original assessor).
  - An independent member (e.g., a governor or external advisor).
- The appellant may present their case in person if they wish.

#### **Step 5: Decision**

- The Appeals Panel will reach a decision within 15 working days of the preliminary review.
- The decision will be communicated in writing, outlining the reasons for the decision and any actions to be taken.

#### **Step 6: Further Action**

- If the appeal is upheld, appropriate remedial action will be taken, which may include re-marking the assessment or revisiting the post-results service.
- If the appeal is not upheld, the appellant will be informed of their right to escalate the appeal to the awarding body, following JCQ procedures.

### **6. Post-Results Services Appeals**

#### **Step 1: Review Request**

- Students must request a review of results through the Examinations Office within the deadlines specified by the awarding bodies.
- The Examinations Office will submit the request on behalf of the student.

#### **Step 2: Outcome Notification**

- Once the review outcome is received, the Examinations Office will inform the student in writing.

#### **Step 3: Further Appeal**

- If the student remains dissatisfied, they may appeal the review outcome following the awarding body's procedures.
- The Examinations Office will provide guidance and support throughout this process.

### **7. Record Keeping**

All documentation related to appeals, including the original appeal, correspondence, evidence, and the final decision, will be securely stored for a minimum of five years.

## **8. Monitoring and Review**

This procedure will be reviewed annually to ensure compliance with JCQ regulations and to incorporate any changes in policy or practice.