



**Beacon Academy Trust**

A COMPELLING VISION FOR SUCCESS

# Educational Appeals Policy

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## 1. Statement of Purpose:

The purpose of this policy is to safeguard the interests of all students. It recognises that students working towards qualifications that are either internally or externally assessed have a right to seek a further clarification of decisions that affect them.

## 2. BMAT Assessment Principles

- Internal Assessments of coursework are conducted by staff that are suitably qualified with the appropriate knowledge, understanding and skills.
- Assessment evidence provided by students is authenticated by BMAT staff according to the requirements of the relevant specifications for each subject specialism.
- The consistency of internal assessment is quality assured through BMAT processes and internal standardisation as recommended by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend scheduled compulsory training sessions to ensure up to date and relevant knowledge of practice.

## 3. Scope

This process is in place for students who wish to appeal against a BMAT internal decision relating to their coursework, or an assessment decision which affects their educational status or progress within the Academy including (but not limited to) the following:

- Assessment of suitability for a course of study
- Assessment decisions on coursework
- Exam entries
- Transferring to a different course
- Further progression opportunities

## 4. Criteria for Appeal

A student can appeal against a decision relating to their coursework or an assessment decision which affects their educational status or progress if:

- They have spoken to the relevant staff member and still consider, the decision to be unfair, with evidence to demonstrate why
- They consider the decision to be inconsistent with other information received

## **5. Procedure for Appeal**

### **Stage 1**

1. Before initiating an appeal, a student must discuss the matter with their teacher/tutor or assessor. If the matter remains unresolved, they should then discuss the matter with their Parent/Carer and Teacher/Form Tutor/Personal Learning Coach for further clarification.

### **Stage 2**

1. If a student wishes to take the matter further with support from their Parent/Carer, they should make a formal appeal to the relevant Head of Department or Director of subject. This should be done in writing, in the form of a letter or an email explaining any concerns and why they feel the decision was unfair. If a student needs help with this, they should contact their teacher, tutor, Personal Learning Coach or assessor for support. If the student is unable to appeal in writing they should seek appropriate support from BMAT staff to ensure they are able to submit the appeal in a more suitable way.
2. The Head of Department or Subject Director will arrange for a panel of appropriate members of the course team, including the Internal Verifier if appropriate and a member of BMAT staff without a specialist knowledge in the named subject to consider the appeal within ten working days. Head of Department or Subject Director may also seek the views of the External Verifier for the course where appropriate. The student has the right to present their case in person to this panel or nominate an appropriate adult to do so before any decision is made, as well as to be accompanied by a friend, Student Representative, parent/carer. The Head of Department or Subject Director will give the student a written reply to the appeal within ten working days of the hearing.

### **Stage 3**

1. If the student is not satisfied with the written reply to the appeal, he or she should write to the Headteacher/Principal within one month of receiving the reply. The Head Teacher or Principal will arrange for a panel to consider the appeal within fifteen working days. This panel will include: The Head of Department or Subject Director, a representative from the Academy LGB, and a representative of the Academy Senior Staff Team. The student has the right to present their case in person to this panel or nominate an appropriate adult before any decision is made, and to be accompanied by a friend, Student Representative, parent/carer. The panel will give the learner a written reply within ten working days of the hearing. Copies will be sent to the Headteacher/Principal, members of the panel and the course team concerned.
2. The Headteacher/Principal's decision is the final stage in the Academy internal appeals process. If the student is not satisfied with this decision on an assessment or Internal Verification decision, they can make a complaint to the relevant awarding body – Teacher, Form Tutor or their Personal Learning Coach will be able to give them further information about this.
3. If the student has exhausted the BMAT and awarding body appeal process and is still unhappy then the learner may wish to request that Ofqual investigate the complaint.

## **6. External Assessment**

If a student wishes to appeal against an external assessment, such as an external exam, he or she should speak to their teacher/tutor or assessor in the first instance to raise a concern and enquire about re-grading or re-moderating the work. Each awarding body publishes procedures for appeals against its decisions, and the BMAT examinations staff will be able to advise students and staff of how to proceed with a specific appeal.