

**TRINITY ACADEMY NEWCASTLE TRUST  
UPPER SITE**

**Exams Complaints and Appeals Policy**

**Approved by the Committee – March 2025**

**On behalf of the Board**

**Next Review Date – March 2026**

Position	Key Staff
Head of Centre	Mark Flint
Exams Officer	T'Challa Greaves
Exams Manager	Jennifer Frost
SENCO	Carl Gaze
Admin	K Loughlin / O Anderson

This procedure is reviewed and updated regularly to ensure that the complaints and appeals in relation to examinations at Trinity Academy Newcastle Trust – Upper Site (The Centre) 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 The Centre 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) may make a complaint on the grounds below (this is not an exhaustive list).

#### **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 exam 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 his/her centre assessed marks prior to marks being submitted to the awarding body
- Candidate not informed of his/her centre assessed marks 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 centre assessed marks

### **Access arrangements**

- Candidate not assessed by the centre's appointed assessor
- Candidate not involved in decisions made regarding his/her access arrangements
- Candidate did not consent to personal data being shared electronically (by the non-acquisition of a signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation form)
- Candidate not informed/adequately informed of the arrangements in place and the subjects or components of subjects where the arrangements would not apply
- Exam information not appropriately adapted for a disabled candidate to access it
- Adapted equipment put in place failed during exam/assessment
- Approved access arrangement(s) not put in place at the time of an exam/assessment
- Appropriate arrangements not put in place at the time of an exam/assessment as a consequence of a temporary injury or impairment

### **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 exam/assessment
- Candidate entered for a wrong exam/assessment
- Candidate entered for a wrong tier of entry

### **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

### **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)
- Centre applied for the wrong post-results service/for the wrong examination paper 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

### **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, Trinity Academy Newcastle Trust (The Centre) encourages an informal resolution in the first instance. This can be undertaken by Not Applicable.

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**

- A complaint should be submitted in writing by completing a **complaints and appeals form**.
- Forms are available from site reception.
- Completed forms should be returned to the reception.
- Forms received will be logged by the centre and acknowledged within 30 calendar days.

### **How a formal complaint is investigated**

1. The head of centre will further investigate or appoint a member of the senior leadership team (who is not involved in the grounds for complaint and has no

personal interest in the outcome) to investigate the complaint and report on the findings and conclusion.

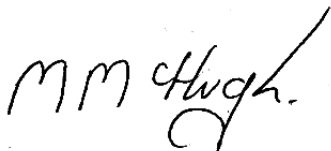
2. The findings and conclusion will be provided to the complainant within 4 working weeks.

## Appeals

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

- Any appeal must be submitted in writing by again completing a **complaints and appeals form**.
- Forms received will be logged by the centre and acknowledged within 5 working days.
- The appeal will be referred to the Chair of Governors (or a special Committee of the Governing body) for consideration.
- The Chair of Governors (or Committee) will inform the appellant of the final conclusion in due course.

**Signed on behalf of the Board:**

A handwritten signature in black ink, appearing to read 'M McHugh', is written over a horizontal line.

**Michael McHugh (Chairperson of the Board)**

**Date: March 2025**

## Complaints and appeals form

Please tick box to indicate the nature of your complaint/appeal

- ☐ Complaint/appeal against the centre's delivery of a qualification
- ☐ Complaint/appeal against the centre's administration of a qualification

Name of complainant/appellant	<b>name</b> different to complainant/appellant
Candidate name if different to complainant/appellant	
<p><b>Please state the grounds for your complaint/appeal below</b></p> <p>If your complaint is lengthy please write as bullet points; please keep to the point and include relevant detail such as dates, names etc. and provide any evidence you may have to support what you say</p> <p>Your appeal should identify the centre's failure to follow procedures as set out in the relevant policy, and/or issues in teaching and learning which have impacted the candidate</p> <p><i>If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed</i></p>	
<p>Detail any steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s)</p>	
Complainant/appellant signature: signature:	Date of

**This form must be completed in full; an incomplete form will be returned to the complainant/appellant**

### Complaints and appeals log

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date