



**CALTHORPE
ACADEMY**
Skills for the life we want

Qualifications Appeals Policy

2022-24

Ratified by the (*Head Teacher)

Signed by the (*Head Teacher):

To be reviewed (*every 2 years):

A handwritten signature in black ink, appearing to be 'M. J. ...', is written over the signature line.

Date: 3/10/22

Date: 3/10/24

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1. Introduction:

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

2. Access:

This policy can be found online at www.calthorpe.thrive.ac .

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

3. Policy Statement:

- 3.1 All students at Calthorpe Academy have the right to make an appeal about any of the marks received for the qualifications they are undertaking.
- 3.2 If any student wishes to appeal a decision, they should follow the following procedure:
- 1) If possible, speak to a 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 grad/mark.
 - 3) If the student is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved in that qualification
 - 4) The student will be informed of the outcome of the re-marking by letter
 - 5) If the student wants to continue to 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 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

4. Changes

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