

**WESTHAVEN SCHOOL**  
**Business & Enterprise College**

*All policies are developed to be compliant with and supportive of the ethos and values of Westhaven School*

**November 2019**

<b>Examination Appeals Policy</b>
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**Introduction**

This policy addresses the situation where a student may wish to appeal against a grade 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 'Policies' file and online on the school website. 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, governors and external organisations.

**Policy Statement**

All students at Westhaven School have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

If any student wishes to appeal a decision, they should adopt 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 grade/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 with that qualification.
4. The student will be informed of the outcome of the re-marking 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 where the examination was taken to be able to appeal against a result.

<b>Written:</b>	Jan 2013
<b>Review Date:</b>	November 2019
<b>Signed by Chair of Governors / Chair of Committee:</b>	
<b>Date:</b>	21/11/19
<b>Date of Next Review:</b>	November 2020

#### History of Document

Version No.	Author/ Owner	Date Reviewed	Approved by Governors on	Comments	Next Review Date
1	Exams Officer				
2	Exams Officer	28/1/16	28/1/16	Minor amendments to location of policy.	Jan 2017
	Exams Officer	16/3/17	16//17	Addition of 'governors' to paragraph headed 'Access'. Clarification of 'centre' in point 6.	Jan 2018
	Exams Officer / C&S Comm	5/12/17	5/12/17	No change from previous version	Nov 2018
	Exams Officer / C&S Comm	22/11/18	22/11/18	No change from previous version	Nov 2019
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