



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

Qualifications Appeal Policy

Approved by: *Head Teacher*

On: *March 2021*

Signed by:

Review date: *(Annually) March 2022*

Calthorpe Academy Appeals Policy

Introduction:

This policy addresses the situation where students 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 a folder in the SLT Office and online at www.calthorpe.bham.sch.uk . This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.

Policy Statement:

All students at Calthorpe Academy 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 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 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 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.