

'At Maes Ebbw all are challenged to grow and succeed.'



Maes Ebbw Appeals Policy

Effective Policy Date: January 2018

Policy Review Date: January 2024

Next review due: January 2026

Introduction

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

Access

Students are made aware of the existence of this policy and have open access to it. It can be found on the pupil shared area and on the school website along with the appeals policies for each of the awarding bodies used by Maes Ebbw School. All teachers and support staff 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 and external organizations.

Policy Statement

All students at Maes Ebbw 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 follow 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 pass/fail.
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 Deputy Headteacher (Secondary / Tertiary), who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved. The Deputy Headteacher will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.



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6. Please note: a student must have the support of the centre to be able to appeal against a result.

