Examinations Appeal Policy

**Manchester Vocational and Learning Academy**



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| **Approved by:** | Linda Guest |  |
| **Last reviewed on:** | 1st September 2025 |
| **Next review due by:** | September 2026 |

**1. Introduction**

This policy outlines the procedure for candidates, parents, or carers to appeal examination decisions or results. It applies to all formal qualifications assessed by the centre and regulated by UK examination boards. The policy aligns with guidance from the Joint Council for Qualifications (JCQ) and other relevant regulatory bodies.

**2. Purpose**

The purpose of this policy is to:

* Ensure that all appeals are handled in a fair, consistent, and transparent manner.
* Provide clear guidance on the steps involved in submitting an appeal.
* Protect the integrity of the examination process while addressing genuine concerns.

**3. Scope**

This policy applies to:

* Internal assessments and grading decisions.
* External examination results issued by awarding organisations.
* Access arrangements and special considerations.
* Malpractice or maladministration decisions.

**4. Grounds for Appeal**

Candidates can appeal based on the following grounds:

* Procedural errors or non-compliance with regulations.
* Errors in the marking or grading process.
* Unfair treatment, discrimination, or bias.
* The decision regarding access arrangements or special considerations.

**5. Appeals Process**

5.1 Internal Appeals

Initial Review:

Candidates must discuss concerns informally with the relevant teacher or exams officer within 5 working days of receiving results or a decision.

Formal Appeal Submission:

If unresolved, candidates must submit a written appeal to the school or college using the provided appeal form.

Appeals must be submitted within 10 working days of the initial review.

Appeal Hearing:

An impartial panel, including a senior staff member not involved in the case, will review the appeal.

Candidates will be informed of the outcome within 15 working days.

5.2 External Appeals

Stage 1: Review by the Exam Board

If dissatisfied with the internal decision, candidates may request a review by the awarding body.

The centre will facilitate the submission of the review request within the deadlines specified by the awarding body.

Additional fees may apply; however, these may be refunded if the appeal is successful.

Stage 2: Independent Appeal

If the outcome of the review is unsatisfactory, candidates can escalate the appeal to the relevant regulator (e.g., Ofqual in England).

**6. Fees**

Fees for external appeals are set by the awarding bodies.

Internal appeals are free; however, costs for external reviews are the responsibility of the candidate unless the appeal is upheld.

**7. Confidentiality and Data Protection**

All information related to the appeal will be handled confidentially and in accordance with UK data protection laws.

**8. Monitoring and Review**

The Exams Appeals Policy is reviewed annually by the Exams Officer and Senior Leadership Team to ensure compliance with current regulations.

**9. Contact Information**

For any questions regarding this policy, please contact:
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