

The Maynard School, Exeter

September 2024

Exams Complaints & Procedures Policy 2024-2025

Independent Day School for Girls

Key staff involved in the complaints and appeals procedure

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| **Role** | **Name(s)** |
| Head of centre | **Mrs Liz Gregory** |
| SLT members | **Mr Tom Hibberd**  **Dr Phil Rudling**  **Mrs Caroline Leigh** |
| Exam’s officer | **Mrs Donna Lewis** |
| **Head of SEN** | **Mrs Lucy Smart** |

**Purpose of the policy**

This procedure confirms Maynard’s compliance with JCQ’s General Regulations for Approved Centres (section 5.3 & 5.8)in drawing to the attention of candidates and their parents/carers our written complaints policy which will covers general complaints regarding the centre’s delivery or administration of a qualification.

Grounds for complaint

A candidate (or their parent/carer) may make a complaint on the grounds below (this is not an exhaustive list).

**Teaching and learning**

Quality of teaching and learning, for example

* 1. Non-subject specialist teacher without adequate training/subject matter expertise utilised on a long-term basis
  2. Teacher lacking knowledge of new specification/incorrect core content studied/taught
  3. Core content not adequately covered
  4. Inadequate feedback for a candidate following assessment(s)
* Pre-release/advance material/set task issued by the awarding body not provided on time to an exam candidate.
* The taking of an assessment, which contributes to the final grade of the qualification, not conducted according to the JCQ/awarding body instructions.
* Candidate not informed of their centre assessed marks prior to marks being submitted to the awarding body.
* Candidate not informed of their centre assessed marks in sufficient time to request/appeal a review of marking prior to marks being submitted to the awarding body.
* Candidate not given sufficient time to review materials to decide whether to request a review of centre assessed marks.
* Candidate unhappy with internal assessment decision (Complainant to refer via the Exams Officer to the centre’s internal appeals procedure).
* Centre fails to adhere to its internal appeals procedure.

**Access arrangements**

* Candidate not assessed by the centre’s appointed assessor
* Candidate not involved in decisions made regarding their access arrangements
* Candidate not informed/adequately informed of the arrangements in place and the subjects or components of subjects where the arrangements would not apply
* Candidate did not consent to record their personal data online (by the non-acquisition of a completed candidate personal data consent form)
* Exam information not appropriately adapted for a disabled candidate to access it
* Adapted equipment/assistive technology put in place failed during exam/assessment
* Approved access arrangement(s) not put in place at the time of an exam/assessment
* Appropriate arrangements not put in place at the time of an exam/assessment as a consequence of a temporary injury or impairment
* Candidate unhappy with centre decision relating to access arrangements or special consideration (Complainant to refer via the Exams Officer or SENCO to the centre’s *Internal appeals Procedure)*
* Centre fails to adhere to its *internal appeals procedure.*

**Entries**

* Failure to clearly explain a decision of early entry for a qualification to candidate (or parent/carer)
* Candidate not entered/entered late (incurring a late entry fee) for a required exam/assessment
* Candidate entered for a wrong exam/assessment
* Candidate entered for a wrong tier of entry

**Conducting examinations**

* Failure to adequately brief candidate on exam timetable/exam regulations prior to exam/assessment taking place
* Room in which exam held did not provide candidate with appropriate conditions for taking the exam
* Inadequate invigilation in exam room
* Failure to conduct exam according to the regulations
* Online system failed during (on-screen) exam/assessment
* Disruption during exam/assessment
* Alleged, suspected or actual malpractice incident not investigated/reported
* Eligible application for special consideration for a candidate not submitted/not submitted to timescale
* Failure to inform/update candidate on the accepted/rejected outcome of a special consideration application if provided by awarding body.

**Results and Post-results**

* Before exams, candidate not made aware of the arrangements for post-results services and the accessibility of senior members of centre staff after the publication of results
* Candidate not having access to a member of senior staff after the publication of results to discuss/make decision on the submission of a review/enquiry
* Candidate request for return of work after moderation and work not available/disposed of earlier than allowed in the regulations
* Candidate (or parent/carer) unhappy with a result (complainant to refer via exams officer to awarding body *post-results services*)
* Candidate (or parent/carer) unhappy with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal (complainant to refer via Exams officer to the centre’s *internal appeals procedure*)
* Centre fails to adhere to its *Internal Appeals Policy.*
* Centre applied for the wrong post-results service/for the wrong script for a candidate
* Centre missed awarding body deadline to apply for a post-results service
* Centre applied for a post-results service for candidate without gaining required candidate consent/permission

**Raising a concern or complaint**

If a candidate (or their parent/carer) has a general concern or complaint about the centre’s delivery or administration of a qualification they are following, The Maynard School encourages the candidate to try to resolve this informally in the first instance. A concern or complaint should be made in person, by telephone or by writing to the Head of Centre. If the complaint fails to be resolved informally the candidate or their parent/carer) is at liberty to make a formal complaint.

This can be done by:

* Discussing the complaint with an appropriate person, for example the subject teacher, Head of Year, Exams Officer or Head of SENCO.
* A concern or complaint should be made in writing, in person or by telephone to the Headmistress in the first instance.
* If the complaint fails to be resolved informally the candidate (or his/her parent/carer) is then at liberty to make a formal complaint.

**How to make a formal complaint**

* A formal complaint should be submitted in writing to the Headmistress as an email or a Complaints and Appeals form can be used, if preferred- see appendix 1. These can be obtained from the Exams Officer.
* Completed forms should be returned to the Headmistress by email.
* The letter or form will be logged by the centre and acknowledged within two working days.

**How a formal complaint is investigated**

* The Head of Centre will further investigate or appoint a member of the senior leadership team (who is not involved in the grounds for complaint and has no personal interest in the outcome) to investigate the complaint and report on the findings and conclusion.
* The findings and conclusion will be provided to the complainant within 2 weeks.
* A log will be kept by the Head of Centre outlining the complaints received. See appendix 2

**Internal Appeals Procedure**

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.

* Any appeal must be submitted in writing.
* The letter received will be logged by the centre and acknowledged within 2 working days.
* The appeal will be referred to the Chair of Governors (or a special Committee of the Governing body) for consideration.
* The Chair of Governors (or Committee)] will inform the appellant of the final conclusion in due course.

Appendix 1

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| **Complaints form** | FOR CENTRE USE ONLY | |
| Date received |  |
| Please tick box to indicate the nature of your complaint | Reference No. |  |

* Complaint against the centre’s delivery of a qualification
* Complaint against the centre’s administration of a qualification

| Name of complainant | rt to complainant/appellant |
| --- | --- |
| Candidate name if different to complainant |  |
| Please state the grounds for your complaint below:  If your complaint is lengthy, please write as bullet points; please keep to the point and include relevant detail such as dates, names etc. and provide any evidence you may have to support what you say  If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed | |
| Detailany steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s) | |
| Complainant signature: Date of signature: | |

Appendix 2

**Complaints log**

Log completed and kept by the Head.

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| Ref No. | Date received | Complaint | Outcome | Outcome date |
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| **Approved/reviewed by** | |
| Donna Lewis September 2024 | |
| **Date of next review** | Sept. 2025 |