

# EXAMS COMPLAINTS POLICY

This policy is applicable to all students, staff and parents of The Wellington Academy.

## DOCUMENT CONTROL

<b>Responsible position:</b>	<b>Approved by:</b>
Examinations Officer	Headteacher
<b>Version number:</b>	<b>Date approved:</b>
3.0	September 2024
<b>Review Period:</b>	<b>Next review date:</b>
Annually	September 20 25

## RELATED POLICIES AND DOCUMENTS

### Policy Name

TWA - Internal appeals policy for non-examination assessments

JCQ – ‘Instructions for conducting non-examinations assessment’ [Instructions NEA 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ – ‘Instructions for conducting coursework’ [Coursework ICC 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Suspected malpractice Policies and Procedures’. [Malpractice Sep23 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Access Arrangements and Reasonable Adjustments’ regulations’ [AA regs 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for conducting examinations’ [ICE23-24-Sept23revision FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for GCSE and GCE MFL Listening Exams’ [MFL Listening 2023 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - *Invigilator checklist*’ [JCQ-Invigilation-training-checklist-FINAL.pdf](#) [https://www.jcq.org.uk/wp-content/uploads/2023/08/JCQ-Exam-Day-Checklist\\_FINAL.docx](https://www.jcq.org.uk/wp-content/uploads/2023/08/JCQ-Exam-Day-Checklist_FINAL.docx)

JCQ - [Information for candidates documents - JCQ Joint Council for Qualifications](#)

JCQ - ‘Joint Contingency Plan’ [Joint Contingency Plan \(jcq.org.uk\)](#)

## REVISION RECORD

Date	Version	Revision Description
September 2023	1.0	Written in line with current processes and legislation
September 2024	2.0	Written in line with current processes and legislation

### Exam Complaints Policy 2024/2025

Centre name	The Wellington Academy
Centre number	66711
Date policy first created	03/12/2024
Current policy approved by	Robert Wood
Current policy reviewed by	Robert Wood
Date of review	02/09/2024
Date of next review	02/09/2025

### Key staff involved in the policy

Role	Name
Head of centre	Robert Wood
Senior leader(s)	Jon Hill Sabrina Hawkins Matthew Baker Femi Adeniran Jennie Cash
Exams officer	Amanda Stiggants

Other staff (if applicable)	
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This policy is reviewed and updated annually to ensure that any complaints at The Wellington Academy are managed in accordance with current requirements and regulations.

### **Purpose of the policy**

The purpose of this policy is to confirm the arrangements for complaints at The Wellington Academy and confirms compliance with JCQ's **General Regulations for Approved Centres** (5.3, 5.8) in drawing to the attention of candidates and their parents/carers our written complaints policy which covers general complaints regarding the centre's delivery or administration of a qualification and our internal appeals procedure.

### **Grounds for complaint**

A candidate (or their/parent/carer) at The Wellington Academy may make a complaint on the grounds below (This is not an exhaustive list).

### **Teaching and Learning**

- Non-subject specialist teacher without adequate training/subject matter expertise utilised on a long-term basis
- Teacher lacking knowledge of new specification/incorrect core content studied/taught
- Core content not adequately covered
- 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 examination 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 mark prior to marks being submitted to the awarding body
- Candidate not informed of their centre assessed mark 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 make a decision whether to request a review of the centre assessed mark
- Candidate unhappy with internal assessment decision (complainant to refer to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure

Additional grounds for complaint relating to teaching and learning:

### **Access arrangements and special consideration**

- Candidate not assessed by the centre's appointed assessor

- Candidate not involved in decisions made regarding their access arrangements
- Candidate did not consent to record their personal data online (by the non-acquisition of a completed **candidate personal data consent form**)
- Candidate not informed/adequately informed of the arrangement(s) in place and the subjects or components of subjects where the arrangement(s) would not apply
- Examination information not appropriately adapted for a disabled candidate to access it
- Adapted equipment/assistive technology put in place failed during examination/assessment
- Approved access arrangement(s) not put in place at the time of an examination/assessment
- Appropriate arrangement(s) not put in place at the time of an examination/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 to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure

Additional grounds for complaint relating to access arrangements:

### **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 examination/assessment
- Candidate entered for a wrong examination/assessment
- Candidate entered for a wrong tier of entry

Additional grounds for complaint relating to examination entries:

### **Conducting examinations**

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

Additional grounds for complaint relating to the conducting of examinations:

### **Results and Post-Results**

- Before examinations, candidate not made aware of the arrangements for post-results services and the availability 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 a decision on the submission of a results 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 to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure
- 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 a candidate without gaining required candidate consent/permission

Additional grounds for complaint relating to results and post-results:

### **Raising a concern/complaint**

If a candidate (or parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification, The Wellington Academy encourages an informal resolution in the first instance.

This can be undertaken by raising a concern of complaint in person, by telephone or in writing to the relevant member of staff in the first instance

If a concern or complaint fails to be resolved informally, the candidate (or parent/carer) is then at liberty to make a formal complaint.

### **How to make a formal complaint**

A complaint should be submitted in writing by emailing the relevant Director of Teaching and Learning or the Exams Officer.

The Deputy Headteacher will investigate the complaint and report on the findings and conclusion.

If the complainant is not satisfied with the outcome, then a complaint can be escalated to the Headteacher.

### **How a formal complaint is investigated**

The Head of Centre will usually investigate the complaint, however they may, if appropriate, appoint another suitable person to investigate the complaint (who is not involved in the grounds for complaint)

and has no personal interest in the outcome) to investigate the complaint. They will prepare a report on the findings and conclusion, which the Head of Centre will consider in reaching their decision.

The findings and conclusion of any investigation will be provided to the complainant within 5 working days.

### **Internal appeals procedure**

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted in writing to the Chair of Governors.

It will be the responsibility of the Chair of Governors to inform the complainant of the conclusion in accordance with the internal appeals procedure.