



## **Appeals Policy and Statement**

**Bright Futures School agrees to:**

- have in place, and be available for inspection purposes, an internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)
- act in accordance with the JCQ publication ***A guide to the awarding bodies' appeals processes***

### **ASDAN – Pupil Appeals Policy**

#### **Introduction**

This policy addresses the situation where pupils may wish to appeal against a judgement or mark he/she has received for a qualification.

#### **Access**

Pupils are made aware of the existence of this policy and have open access to it. It can be found in the ASDAN School file. All staff are made aware of this policy and how to access it in order that pupils can be supported. This policy is reviewed annually and may be amended in response to feedback from pupils, staff, parents and external organisations.

#### **Policy Statement**

All pupils at Bright Futures School have the right to make an appeal about any of the judgements or marks received for the qualifications they are undertaking. If any pupil 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 judgement / mark.
3. If the pupil 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 pupil will be informed of the outcome of the re-marking by letter.
5. If the pupil wants to continue the appeal, he/she needs to speak to the Head of Learning, who will provide the pupil with information about the appeals procedure for the relevant awarding body and explain what is involved. The Head of Learning will assist with the completion of any forms and will correspond with the awarding body on behalf of the pupil.
6. A pupil must have the support of Bright Futures School to be able to appeal against a result.

<b>Signed:</b>	A J Hughes (Head of Learning and ASDAN Co-ordinator-BFS)
<b>Date:</b>	13 <sup>th</sup> January 2019 (to be reviewed January 2020)

The centre's appeals process and internal appeals policy would need to be demonstrated and evidenced should ASDAN audit the centre.