Special Partnership Trust

Appeals Against Internal Assessment Policy

Date Last Reviewed: September 2026

Review Date: September 2027

Purpose

This policy ensures that all learners have the right to appeal against internal assessment decisions in a fair, transparent, and timely manner. It complies with the **JCQ General Regulations for Approved Centres** and is aligned with best practice across Cornwall, and with awarding body expectations.

Scope

This policy applies to:

- Qualifications with internally assessed components.
- All Pupils enrolled at the Special Partnership Trust (SPT).
- Appeals relating to:
    - School assessed marks
    - Access arrangements and special consideration
    - Malpractice decisions
    - Administrative errors

Principles

- All assessments are conducted fairly, consistently, and in accordance with awarding body specifications.
- Pupils are informed of their school assessed marks before submission.
- Appeals relate to **procedures used**, not the **mark itself**, unless a procedural error is identified.
- Appeals must be submitted within **5 working days** of receiving the mark.

Appeals Procedure

Stage 1: Informal Resolution

- Pupil discusses concerns with the teacher.
- If unresolved, the matter is referred to the **Examinations Officer**

Stage 2: Formal Appeal

- Student submits a written appeal to the **Headteacher** using the Internal Appeals Form.

- A panel (including a senior leader not involved in the original assessment) reviews the procedures used.
- Outcome is communicated in writing within **10 working days**.

Stage 3: Further Review

- If the student remains dissatisfied, the appeal may be escalated to a **Trust representative**.
- A final decision is made and recorded in the Appeals Log.

5. Malpractice Appeals

- Appeals against decisions to reject work due to suspected malpractice must follow JCQ procedures.
- Pupils may request a personal hearing if dissatisfied with the outcome.

6. Access Arrangements & Special Consideration

- Appeals relating to access arrangements or special consideration must be submitted within **14 calendar days** of the decision.
- These are reviewed by the Exams Office and Deputy Headteacher

7. Record Keeping

- All appeals are logged and retained for **18 months**.
- Records are available for inspection by awarding bodies.

8. Communication

- This policy is shared with students and parents via the school website and induction materials.