

Complaints Policy (Exams)

Reepham High School and College

Agreed date: Autumn 2025

Review date: Autumn 2026

Responsibility of: Exams Manager

Approved by:	Date: Autumn 2025
Last reviewed:	Autumn 2025
Next review due by:	Autumn 2026

Purpose of the policy

This policy confirms Reepham High and College's (RHSC) 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 **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) may make a complaint on the grounds below (this is not an exhaustive list).

Teaching and learning

- ▶ Quality of teaching and learning, for example
 - 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 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 make a decision whether to request a review of centre assessed marks
- ▶ 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

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 signed data protection notice/candidate data personal consent form)
- ▶ Candidate not informed/adequately informed of the arrangements in place and the subjects or components of subjects where the arrangements would not apply
- ▶ 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 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 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 candidate without gaining required candidate consent/permission

Raising a concern/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, RHSC encourages the candidate to try to resolve this informally in the first instance. A concern or complaint should be raised in person with the subject leader, Head of Department or Senior Leadership Team

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

How to make a formal complaint stage 1

- ▶ A complaint should be submitted in writing to the Head Teacher.
- ▶ State your complaint, all relevant details, your name and how you can be contacted
- ▶ You will receive an acknowledgement in 5 school days, and the Head Teacher's findings within 15 school days.

Stage 2

- ▶ If stage 1 of the process did not resolve the issue or if the complaint is about the Head Teacher, the candidate or parent/carer should write to the Chair of Governors
- ▶ State your complaint, all relevant details, your name and how you can be contacted
- ▶ You will receive an acknowledgement in 10 school days, and the Chair of Governor's findings within 20 school days.

Stage 3

- ▶ If stage 2 of the process did not resolve the issue, then a Governors' Complaints Panel can investigate.
- ▶ Write to the Chair of Governors within 10 days of receiving the outcome of stage 2 and ask for a panel to be set up.
- ▶ The panel will consist of 2 members of the governing body with no knowledge of the matter and a third person not linked to the school.
- ▶ They will investigate the complaint (full details in School's Complaints Procedure) and their decision is final.

Complaints form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your complaint

- Complaint-against the centre's delivery of a qualification
- Complaint against the centre's administration of a qualification

Name of complainant	
Candidate name (if different to complainant)	
Please state the grounds for your complaint below:	
<p>If your grounds are 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</p> <p style="text-align: center;">If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed</p>	
Detail any 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:

This form must be completed in full - an incomplete form will be returned to the complainant

