



Complaints Policy (exams)

Medeshamstede Academy

Complaints Policy (exams)

Centre Name	Medeshamstede Academy
Centre Number	22376
Date policy first created	29/11/2023
Current policy approved by	Miss C Smith
Current policy reviewed by	Mrs N Maker
Date of next review	28/11/2024

Key staff involved in the policy

Role	Name
Head of Centre	Miss C Smith
Senior leader(s)	Mr D Seamer (DP) Mrs G Jones (AP) Mrs K Brueseke-Palmer
Exams officer	Mrs N Maker
Other staff (if applicable)	N/A

This procedure is reviewed and updated annually to ensure that the complaints at Medeshamstede Academy are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**.

Purpose of the policy

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

Grounds for complaint

A candidate (or his/her/parent/carer) at Medeshamstede Academy 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 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:

Complaints may be directed to the Greenwood Academies Trust via the information links shared on the Trust website.

Access arrangements and special consideration

- Candidate not assessed by the centre's appointed assessor

- Access arrangements are shared with students and their families as part of parents meetings or EHCP reviews to ensure understanding of these as needs of students may limit their understanding of these 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:

No additional grounds identified.

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:

Not applicable

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:

No applicable

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, Medeshamstede Academy encourages an informal resolution in the first instance. This can be undertaken by emailing exams officer via exams@medeshamstedeacademy.org. The exams officer is also available via phone at 01733 963847.

In the case of Exam Officers absence please direct any complaint to admin@medeshamstedeacademy.org with email titled EXAMS- URGENT. This will then be addressed by the senior leaders or Principal..

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

All documentation relating to the submission of a formal complaint is available from, and should be returned to the Office Manager at Medeshamstede or via the academy website links.. Formal complaints will be logged and acknowledged within 5 working days..

To make a formal complaint, candidates (or parents/carers) must complete the Complaints form- Appendix 3 of the 'Complaints Policy' found on the Academy Website..

How a formal complaint is investigated

The Principal will then arrange for an investigation to take place. They may delegate the conduct of the investigation to an appropriate member of staff within our trust but not the decision to be taken.

The person/s investigating or reviewing the complaint must

- clarify the nature of the complaint and what remains unresolved
- establish what has happened so far, and who has been involved
- ascertain what the complainant feels would put things right

- maintain an open mind
- consider all relevant evidence which may include but is not limited to: -
- steps taken to resolve the matter informally, the original statement of complaint, relevant correspondence and supporting documents, meeting with the complainant and interviewing anyone involved in the subject of the complaint
- keep written records of the investigation.

The findings and conclusion of any investigation will be provided to the complainant within twenty working days of the date of receipt of the original complaint. If this is not possible, they will keep the complainant informed of progress and any revised timescales..

Internal appeals procedure

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

To submit an appeal, candidates (or parents/carers) must Complete an appeals form available on the website..

Appeals will be logged and acknowledged within 5 working days.

The appeal will be referred to the SLT member responsible for Assessment and Examinations..

It will be the responsibility of Deputy Principal and the Principal to inform the appellant of the final conclusion in accordance with the internal appeals procedure.

Additional details on the internal appeals process:

Not applicable.

Changes 2023/24

(Changed) All references to complaints and appeals procedure (To) complaints policy

(Changed) Heading - **Complaints and appeals procedure** (To) **Raising a concern/complaint**

(Changed) Sub-heading - **Appeals** (To) Heading - **Internal appeals procedure** and updated the process

Centre-specific changes

Upon review in Novemembr 2023, reference to Internal appeals polices were added.