

Appeals regarding centre decisions for AA and SC POLICY

Policy Name: Appeals regarding centre decisions for AA and SC POLICY	Issue Date: October 2025	Version No: 3(a)
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Policy Control/Monitoring

Approved by: (Position in Organisation)	Governors
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Accountability: (Position in Organisation)	Assistant Headteacher/ Exams Quality Control Lead
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1. Introduction

This procedure confirms Percy Hedley School's compliance with the JCQ's General Regulations for Approved Centres (section 5.3z) to have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions (see separate policy), post-result services and appeals (see separate policy) and centre decisions relating to access arrangements and special consideration.

Percy Hedley School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications Access Arrangements and Reasonable Adjustments and A guide to the special consideration process.
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced.

2. Access arrangements and reasonable adjustments

In accordance with the regulations, Percy Hedley School:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process; submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining, and implementing appropriate access arrangements and reasonable adjustments.
- Percy Hedley School is a specialist education school and candidates on the accreditation pathway require a 25% extra time access arrangement in line with their EHCP, alongside extra access arrangements which evidence is provided for.

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Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved.
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence.
- charging a fee for providing reasonable adjustments to disabled candidates

3. Special consideration

Where Percy Hedley School can provide signed evidence to support an application.

- it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury, or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

4. Centre decisions relating to access arrangements, reasonable adjustments, and special consideration

This may include Percy Hedley School's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances.

- where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an

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access arrangement/reasonable adjustment or the application of special consideration.

If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and has reasonably believes that the centre has not complied with its responsibilities or followed due procedures.

- a written request setting out the grounds for appeal should be submitted within 10 working days of being informed about a decision.

To determine the outcome of the appeal, the Head of Centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal as soon as possible (aiming for within 5 working days) from the appeal being received and logged by the centre.

If the appeal is upheld, Percy Hedley School will proceed to implement the necessary arrangements/submit the necessary application.

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