HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

HCHS Exams Complaints and Appeals Policy

Version	5
Date created/updated	Autumn 2025
Ratified by	Local Governing Body
Date ratified	02/12/2025
Date issued	03/12/2025
Policy review date	Autumn 2026
Post holder responsible	Exams Officer
Director / LGB Chairperson	Mr G Taylor Smith

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Exams Complaints and Appeals Procedure has been approved and adopted by Hagley Catholic High School Governing Body 2nd December 2025 and will be reviewed in Autumn 2026.

Signed by LGB representative for Hagley Catholic High School:

G Taylor Smith

Signed by Principal:

J Hodgson

Summary of changes

September 2024

Access arrangements and special consideration - bullet point removed and replaced by –

- Candidate was not informed that an application for access arrangements was to be processed using *Access arrangements online*, complying with the UK GDPR and the Data Protection Act 2018
- Removed procedure and added policy

September 2025

Front Cover	Change of wording 'Procedure' to 'Policy'
Page 3	Removal of Mr R Miastowski and replaced by Mrs N Mouzer
Page 4	Removal of *"Candidate did not consent to record their personal data online (by the non-acquisition of a completed candidate personal data consent form)"*. Replaced with: *"Candidate was not informed that an application for access arrangements was to be processed using Access arrangements online, complying with UK GDPR and the Data Protection Act 2018."*

Key staff involved in the complaints and appeals policy

Role	
Head of Centre - Principal	Mr J Hodgson
SLT Members	Mrs K Morris, Mr A Trickett, Mrs N Mouzer, Mr G Barratt, Ms N Hackett, Mrs T Brown
Exams Officer	Mrs P Sherwood

Purpose of the policy

This policy confirms Hagley Catholic High School's 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 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 via the Principal's PA 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 was not informed that an application for access arrangements was to be processed using Access arrangements online, complying with the UK GDPR and the Data Protection Act 2018;
- 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 via Principal's PA to the centre's internal appeals procedure);Centre fails to adhere to its internal appeal 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;

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 via exams officer 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, Hagley Catholic High School encourages the candidate to try to resolve this informally in the first instance. A concern or complaint should be made in person, by telephone or in writing to the Principal.

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

- A complainant can access a copy of Emmaus Catholic Multi-Academy Company Complaints Policy from the School website.
- A complaint should be submitted by completing the **complaints form** in accordance with the Emmaus Catholic Multi-Academy Company Complaints Policy and Procedure.

Internal appeals procedure

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

- Any appeal must be submitted by following Hagley Catholic High School's internal appeals procedure and completing an internal appeals form.

Complaints form

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:

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

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

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

Complaints log

On receipt, all complaints are assigned a reference number and logged. Outcome and outcome date is also recorded.

Ref No.	Date received	Complainant name	Outcome	Outcome date