



# **Appeals Procedure against Malpractice/Maladministration 2025/2026**

This procedure is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Lisa Richards, Principal	
<b>Date of next review</b>	February 2027

## Key staff involved in the complaints and appeals procedure

<b>Role</b>	<b>Name(s)</b>
<b>Head of Centre</b>	Lisa Richards
<b>SLT members</b>	Sheridan Lewis, Chris Cox
<b>Examinations Manager</b>	Cyanne Holt
<b>PA to Head of Centre</b>	Kim Greeves

Ashton Sixth Form College is committed to ensuring that all cases of suspected malpractice are handled fairly, consistently and in accordance with both JCQ and individual examination board procedures (as relevant).

If a student feels that this has not happened in relation to their case, they should in the first instance discuss this with the Examinations Manager to be clear about the process by which the decision was reached. This should normally satisfy any concerns. However, if not, the student may make use of this internal appeals procedure. It should be noted that both the internal appeals procedure and appeals to the awarding body may only be based on 'reasonable grounds', defined as:

- the incident was not dealt with in accordance with the published procedures in the JCQ publication Suspected Malpractice in Examinations and Assessments / other exam board regulations as relevant.
- the decision was unreasonable in light of the evidence presented
- further evidence (including medical evidence) has come to light which changes the basis of the awarding body's decision
- the sanction imposed is disproportionate to the seriousness of the malpractice

This procedure is available on request.

1. Appeals should be made as soon as possible and before the date stated in the outcome letter.
2. Appeals should be made in writing to the Head of Centre but should be sent c/o the Examinations Manager in view of the tight deadlines in operation.
3. The Head of Centre will nominate a senior member of staff who was not involved in the initial investigation to review the case. A conclusion should be reached as a matter of urgency bearing in mind, where relevant, the deadline for an appeal to be submitted to the relevant Examination Board.
4. The outcome of the appeal will be communicated to the student in writing.
5. If the appeal is in relation to an exam board decision, and it is agreed that there are grounds for it to be challenged, the Examinations Manager will liaise with the Head of Centre to ensure that the correct paperwork is submitted as quickly as possible.
6. If the student is not satisfied with the outcome of the appeal, they can request a meeting with the Head of Centre. The request must be received c/o the Examinations Manager within two working days of the outcome being communicated.
7. The student may attend the meeting with their parents/guardian. The Head of Centre may also invite the Examinations Manager and/or other members of staff as appropriate
8. At the end of the meeting, if the student is not happy with the outcome, the matter will be considered by the Senior Leadership Team. Their decision will be final.
9. The outcome of the appeal and any meeting will be held on record in the Examinations Department for a period of at least two years.
10. A written record of the appeal will be made available to the Examination Board at their request