

Appeals Against a Decision of Irregularities/Malpractice

Where a candidate is unhappy with the penalty arising from a case of irregularity/malpractice the candidate should submit, in writing to the Examinations Officer, the reason why they are dissatisfied with the penalty and why they consider an appeal should be submitted to the Examination Board within 2 days of receiving the original decision letter.

The Examinations Officer will establish if the penalty imposed is appropriate for the level of seriousness of the offence. Where appropriate the candidate should be given access to any statements made in connection with the malpractice report.

The Examinations Officer should inform the candidate of the outcome of their investigations and liaise with a member of Senior Management handling appeals and together they will decide if an appeal should be submitted.

Where the school does uphold a request for such an appeal they will submit a written request for an appeal to the Irregularities and Appeals Committee of the relevant examination board on behalf of the student. Where the student wishes to challenge the decision not to make an appeal you can go to an appeals panel.

- the panel is to consist of 3 people: the Examinations Officer, the Head of Year and a member of Senior Management
- if any person on the panel was present in the examination concerned another member of staff should be on the panel
- you can be supported in the presentation of your case by your parent, guardian or friend
- a written record should be kept of the proceedings and should include the outcome of the appeal and the reasons for that outcome

If the candidate is not satisfied with the outcome they have the right to further appeal. They may request a meeting with the Examinations Officer, a member of the Senior Management and a Governor and may be accompanied by a parent, guardian or friend to support their appeal. The outcome of this meeting will be recorded and a copy of the report given to the candidate.

If the school agrees to an Appeal they will submit a written request for an appeal to the Irregularities and Appeals Committee of the relevant examination board on behalf of the student.