



**Thomas Knyvett
College**

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**Internal Appeals Procedure
(Access arrangements, special
consideration and other
administrative issues)**

Thomas Knyvett College

Internal Appeals Procedure (Access arrangements, special consideration and other administrative issues)

Centre name	Thomas Knyvett College
Centre number	64605
Date procedure first created	17/04/2024
Current procedure approved by	Farrah Thantrey
Current procedure reviewed by	Farrah Thantrey
Date of review	12/12/2024
Date of next review	01/12/2025

Key staff involved in the procedure

Role	Name
Head of centre	Shyam Dhokia
Senior leader(s)	Farrah Thantrey
Exams officer	Eleanor Warner
SENCo (or equivalent role)	Jackie Mackenzie
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that appeals against any decision at Thomas Knyvett College relating to access arrangements and special consideration or other administrative issues are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ document **General Regulations for Approved Centres**. This procedure is also informed by the JCQ documents **A guide to the awarding bodies' appeals processes** (3, 7), **A guide to the special consideration process** (1, 2, 6), **Access Arrangements and Reasonable Adjustments** (Importance of these regulations), **GR** (5.4) and **Suspected Malpractice: Policies and Procedures** (3.3).

Purpose of the procedure

This procedure ensures compliance with JCQ regulations (GR 5.3) which state that centres must have in place for inspection that must be reviewed and annually updated, a written internal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration.

Access arrangements and reasonable adjustments

Thomas Knyvett College will:

- comply with the principles and regulations governing access arrangements and reasonable adjustments as set out in the JCQ publication **Access Arrangements and Reasonable Adjustments**
- ensure that all staff who manage and implement access arrangements and reasonable adjustments are aware of the requirements and are appropriately supported and resourced

In accordance with the regulations, Thomas Knyvett College:

- 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

Failure to comply with the regulations has 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

Special consideration

Special consideration is given to a candidate who is affected by adverse circumstances beyond their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

Thomas Knyvett College will:

- comply with the requirements as set out in the JCQ publication **A guide to the special consideration process**
- ensure that all staff who manage and administer special consideration applications are aware of the requirements

Where Thomas Knyvett College has appropriate evidence signed by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for the affected candidate/candidates.

Centre decisions relating to access arrangements/reasonable adjustments and

special consideration

This may include:

- a decision not to award/apply for a specific access arrangement/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 access arrangement/reasonable adjustment or the application of special consideration

Where Thomas Knyvett College makes a decision in relation to the access arrangement(s)/reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and 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
- to the Head of Centre who will instruct the relevant staff to follow up the appeal.

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/reasonable adjustments and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 7 calendar days of the appeal being received and logged by the centre.

If the appeal is upheld, Thomas Knyvett College will proceed to implement the necessary arrangements/submit the necessary application. This may be dependent on how close to exam the appeal was submitted.

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Thomas Knyvett College to make decisions on other administrative issues that may affect a candidate's examinations/assessments.

Where Thomas Knyvett College may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and 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
- to the Head of Centre within 5 working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 7 working days of the appeal being received and logged by the centre.

Changes 2024/2025

(Amended) Wording in paragraph under heading **Special consideration** slightly amended to reflect changes in *A guide to the special consideration process*: Special consideration is given to a candidate who is affected by adverse circumstances beyond their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

Centre-specific changes

The details of responsible members of staff have been updated.