



**BURTON
BOROUGH
SCHOOL**

Examinations

Procedure for Appeals process for Candidates against Centre decisions.

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| Policy Reviewer | Lisa Richardson | Date of Review | End of September 2020 |
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The Head of centre will nominate a senior member of staff to manage appeals. This will normally be the member of the senior leadership team responsible for exams. This person is also responsible for informing the Head of centre about the existence and outcome of any appeals.

The appeals procedure will be initiated firstly verbally and/or electronically by the candidate via bbs.exams@taw.org.uk. If after discussion between the candidate and the member of SLT the matter is not resolved the candidate or the candidate's carers will be required to submit the appeal in writing to the Head of centre.

The time limit for receiving a written request for an appeal will be by September 11th 2020.

Once an appeal has been received in writing, the teacher responsible for the assessment grade which is the subject of the appeal will be able to see a copy of the appeal and will be asked to respond to the appeal in writing, a copy of which will be sent to the candidate. The appeal may also be referred to the Chair of Governors (or a special Committee of the Governing body).