



YSGOL BRYN CASTELL

APPEALS POLICY

Policy Aims

- To enable the pupil to enquire, question or appeal against an assessment decision.
- To attempt to reach agreement between the pupil and the assessor at the earliest opportunity.
- To standardise and record any appeal to ensure openness and fairness.
- To facilitate a pupil's ultimate right of appeal to the awarding body, where appropriate.
- To protect the interests of all pupils and the integrity of the qualification.

In order to achieve this, Ysgol Bryn Castell will:

- Inform the pupil at induction of the Appeals Policy and procedure.
- Record, track and validate any appeal.
- Forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.
- Keep appeals records for inspection by the awarding body for a minimum of 18 months.
- Have a staged appeals procedure.
- Will take appropriate action to protect the interests of other pupils and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.

This policy will be reviewed annually, May 2026.

STAGED APPEALS PROCEDURE

Appeals procedure stages:

- **Stage 1 - Informal:** Pupil consults with assessor within 2 weeks of the assessment decision, to discuss an assessment decision. If unresolved, then the issues are documented before moving to stage 2.
- **Stage 2 - Review:** Review of assessment decisions by the lead internal verifier. Pupil notified of findings and agrees or disagrees, in writing, with outcome. If unresolved, move to stage 3.
- **Stage 3 - Appeal hearing:** Senior management hear the appeal: last stage by the center. If unresolved, move to stage 4
- **Stage 4- External appeal:** The grounds for appeal and any supporting documentation must be submitted by the center to the exam board within 14 days of the completion of Stage 4: a fee is levied.