



**THE
ADEYFIELD ACADEMY**

The Adeyfield Academy

Internal Appeals Procedure (Access Arrangements, Special Consideration and Other Administrative Issues)

Reviewed Date

September 2025

Next Review

September 2026

Co-ordinator:

Mr A Hoque

**Signed by Dawn Mason
Headteacher**

**Signed by Kim Bristow
Chair of Governors**

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 updated annually by a member of the senior leadership team and communicated within the centre, an internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration.

Access arrangements and reasonable adjustments

Adeyfield Academy will:

- comply with the principles and regulations governing access arrangements and reasonable adjustments as set out in the JCQ document 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.
- recognise its duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and make reasonable adjustments to the service the centre provides to disabled candidates
- comply 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.

Adeyfield Academy will:

- comply with the requirements as set out in the JCQ document 'A guide to the special consideration process'
- ensure that all staff who manage and administer special consideration applications are aware of the requirements apply for special consideration at the time of the assessment for affected candidate(s) where there is appropriate evidence authorised by a member of the senior leadership

Centre decisions relating to access arrangements/reasonable adjustments and special consideration

- 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 Adeyfield Academy decides 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
- An internal appeals form should be completed and submitted to the Head of Centre within 5 working days of the decision being made known to the appellant.
- 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 5 working days of the appeal being received and logged by the centre.
- If the appeal is upheld, Adeyfield Academy will proceed to implement the necessary arrangements/submit the necessary application.

Appeals regarding centre decisions relating to other administrative issues

- Circumstances may arise that cause Adeyfield Academy to make decisions on other administrative issues that may affect a candidate's examinations/assessments.

Where Adeyfield Academy 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
- An internal appeals form should be completed and 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 5 working days of the appeal being received and logged by the centre.