



Victoria College Belfast

Internal Appeals Procedure for Access Arrangements

2023/24

Access Arrangements

Access arrangements and reasonable adjustments are pre-examination adjustments approved before an examination or assessment. They allow candidates with special educational needs, disabilities or temporary injuries to access the examination or assessment

Special Consideration

Special consideration is an adjustment to a candidate's mark or grade to reflect temporary illness, injury or other indisposition at the time of the examination or assessment.

<file:///N:/RPF/Desktop/JCQ%20Appeals%20Booklet%20%20Effective%20from%20June%202023%20e%20amination%20series.pdf>

Access arrangements, reasonable adjustments and special consideration decisions are based on inter-awarding body procedures. The principles and regulations governing access arrangements and special consideration are set out in the JCQ documents Access Arrangements and Reasonable Adjustments and A guide to the special consideration process. These documents can be found on the JCQ website: <http://www.jcq.org.uk/exams-office> .

Notification of Appeal by student

If, after the decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates, the pupil, ('the appellant') disagrees with the decision made and reasonably believes that the school has not followed due procedures, a written request setting out the grounds for a preliminary appeal should be forwarded to the school.

Students must fill in the 'Student Appeal Application for Access Arrangements' form and must give it to the Curriculum Vice Principal.

What are the Grounds for Appeal?

If you feel that you have adequate grounds for complaint about an aspect of the School's Access Arrangement procedure, you can make a formal complaint that will be investigated fully within the school to ensure that you have been assessed in a fair and consistent manner.

Appeals Procedure Summary

1. Appeal will be delivered to the Curriculum Vice Principal by student or parent of a student before the published deadline.

2. The Curriculum Vice Principal has been appointed by the Principal to manage internal appeals. They will inform the Principal of the existence of an appeal.
3. The Curriculum Vice Principal will convene an Appeals panel to meet, which will be not less than 3 people and will include the Senior Teacher for Learning Support and Examinations.
4. The candidate, with or without the assistance of a representative (parent/guardian/friend), may present their case to the panel in writing via the application form provided (or verbally, if preferred).
5. A written record and minutes of every discussion pertaining to the appeal will be kept on file.
6. Students will be informed in writing of the result of the appeal, including the reasons for the outcome and details of any action taken.

Access Arrangements Panel Procedure

The purpose of the panel meeting is to establish whether or not the proper Access Arrangements procedures have been put into place, and to assess whether the outcome produced was a fair and accurate representation of the application of these procedures.

The following procedure will be observed at the meeting.

1. The Chair will introduce the meeting by describing the procedures which will be followed.
2. The applicant's case will be put to the panel and any witnesses called as appropriate.
3. The panel will have the opportunity to ask questions of the appellant and any witnesses (if present).
4. The panel will have the opportunity to ask questions of the teacher and any witnesses.
5. The appellant and any witnesses, if present, will leave the meeting and will be informed of the decision in writing within 5 working days.
6. The panel will deliberate in private and will either confirm the original decision or uphold the appeal. If the appeal is upheld, the school will update their existing arrangements, in line with the relevant JCQ guidance.

For further information related to current Access Arrangement guidance from JCQ, please refer to the links below:

https://www.jcq.org.uk/wp-content/uploads/2023/08/Instructions_NEA_23-24_FINAL.pdf

<file:///N:/RPF/Desktop/JCQ%20Appeals%20Booklet%20%20Effective%20from%20June%202023%20examination%20series.pdf>



Victoria College Belfast

STUDENT APPEAL APPLICATION

ACCESS ARRANGEMENTS

Student Name: _____

Subject: _____ **Level:** _____

Please outline the Access Arrangement or Special Consideration applied for:

Please outline the reasons for the Appeal in relation to the specified Access Arrangement or Special Consideration request:

Office use only

Date appeal received: _____ Outcome dated: _____

Date First Panel Meeting: _____ Outcome: _____