



Inspire Education Trust

Together we achieve, individually we grow

Internal appeals procedure (Access arrangements, special consideration and other administration issues)

Blue Coat CE Secondary School 2025-2026

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2024	Kelly Jobson	New policy as set out by JCQ requirements.
V2			September 2025	Kelly Jobson	Updates have been summarised at the bottom of this document

This procedure is reviewed and updated annually to ensure that appeals against any decision at Blue Coat School 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).

1. Purpose of the Procedure

This procedure ensures compliance with JCQ General Regulations (GR 5.3), which require all centres to have in place, and available for inspection, a written internal appeals procedure. This must be reviewed annually and must cover, as a minimum:

- Appeals relating to access arrangements
- Appeals relating to reasonable adjustments
- Appeals relating to special consideration

2. Access Arrangements and Reasonable Adjustments

Blue Coat School will:

- Comply with the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensure that all staff involved in managing and implementing access arrangements are trained, supported, and resourced appropriately
- Recognise its duty under the Equality Act 2010 to make reasonable adjustments for disabled candidates
- Submit applications for access arrangements based on evidence of need and the candidate's normal way of working
- Ensure that arrangements do not compromise the security or integrity of the assessment

3. Examples of non-compliance (malpractice) include:

- Implementing arrangements that have not been approved
- Failing to consider or apply for appropriate arrangements
- Using insufficient or inappropriate evidence
- Charging a fee for reasonable adjustments

4. Special Consideration

Special consideration is a post-assessment adjustment to a candidate's mark or grade to reflect temporary illness, injury, or other adverse circumstances at the time of the assessment.

Blue Coat School will:

- Follow the JCQ publication A Guide to the Special Consideration Process

- Ensure staff involved in the process are trained and understand the eligibility criteria
- Only submit applications where the candidate has been fully prepared and has covered the entire course, and there is clear evidence of a material impact on performance
- Ensure applications are supported by a senior leader's signed statement

Special consideration will not be applied for:

- Trivial disturbances (e.g. noise outside the exam room)
- Long-term issues not directly affecting the assessment
- Lack of preparation or missed teaching time
- Situations where the candidate was not ready for assessment

4. Appeals Against Centre Decisions

Candidates (or their parent/carer) may appeal a decision not to apply for access arrangements, reasonable adjustments, or special consideration if they believe:

- The centre has not followed JCQ regulations
- The centre has not followed its own procedures
- The decision was made without due consideration of the evidence

5. Appeals Process

1. A written appeal must be submitted using the centre's Internal Appeals Form within 7 working days of the decision being communicated
2. The appeal must clearly state the grounds for appeal
3. The Head of Centre will review the appeal and consult the relevant JCQ publication(s)
4. The outcome will be communicated to the appellant within 7 working days of receipt
5. If the appeal is upheld, the centre will take appropriate action, including submitting the necessary application

6. Summary of Updates Included

1. Annual Review Requirement (GR 5.3)
 - Clarified that the internal appeals procedure must be reviewed annually and available for inspection.
2. Access Arrangements and Reasonable Adjustments
 - Emphasised that arrangements must be based on:
 - Evidence of need
 - The candidate's normal way of working
 - Highlighted the distinction between centre-delegated and awarding body-approved arrangements.
 - Reinforced that charging fees for reasonable adjustments is prohibited.
 - Stated that arrangements must not compromise the security or integrity of assessments.
3. Special Consideration
 - Clarified that candidates must be:
 - Fully prepared and have covered the entire course
 - Affected by temporary illness, injury, or adverse circumstances
 - Added that trivial disturbances and lack of preparation do not qualify.
 - Stressed that applications must be supported by signed evidence from a senior leader.

4. Appeals Process

- Refined the wording to ensure clarity and consistency with JCQ expectations.
- Confirmed that appeals must be submitted within 7 working days.
- Stated that the Head of Centre will consult JCQ publications when reviewing appeals.
- Clarified that if an appeal is upheld, the centre will take appropriate action.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards