



Wymondham College Exam Appeals Procedure

Academic Year: 2024–2025

Reviewed: September 2024

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1. Purpose

This document outlines the procedure for students to appeal an exam or assessment outcome. It ensures consistency, fairness, and compliance with awarding body regulations and JCQ guidelines.

2. Scope

This policy covers:

- Internal assessments (e.g., Non-Exam Assessments - NEAs)
- Review of internally marked work before submission to awarding bodies

It does not cover concerns about exam conduct or personal circumstances—please see the school's Exams Policy or speak with the Exams Officer.

3. Grounds for Appeal

Appeals may be submitted for the following reasons:

- Administrative or clerical errors
- Non-compliance with published procedures
- Unfair or inconsistent application of assessment criteria
- Discrimination or bias
- Concerns about academic judgement (where permitted)

4. Procedure

Stage 1 – Informal Resolution

Contact the subject teacher or Head of Department within 5 school days of receiving the result. Many issues can be resolved through discussion and clarification.

Stage 2 – Formal Appeal

Submit a completed Exam Appeals Form (available from the school office or website) to the Exams Officer within 10 school days of receiving the result. Include:

- Candidate's full name and exam details
- Grounds for appeal
- Supporting evidence, where applicable

Stage 3 – Review Panel

A panel comprising the Head of Centre (or delegate), a senior leader not previously involved, and the Exams Officer will review the appeal. You will receive a written outcome within 10 school days of submission. The panel's decision is final for internal matters.

5. External Appeals (Awarding Bodies)

If appropriate, the school will escalate the appeal to the relevant awarding body. Appeals to exam boards must meet their published criteria and deadlines. Any associated fees may be payable, but will be refunded if the appeal is upheld.

6. Confidentiality & Records

All appeals are treated confidentially and in line with the school's Data Protection Policy. Records of the appeal will be stored securely for at least one academic year.

7. Policy Review

This procedure is reviewed annually to remain compliant with JCQ and awarding body requirements.

For more information, contact:

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