



Aldercar High School

**Signature British Sign Language
Appeals
Procedure
2023/24**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Adam Blake	
Date of next review	September 2024

Role	Name(s)
Head of centre	Clare Hatto
Exams Officer	Adam Blake
Exams Officer	Carly Prescott
SENCo	Kate Temple

This appeals procedure has been created to run in line Aldercar High School appeals procedures and meet Signatures requirements.

- To enable the learner to enquire, question or appeal against an assessment decision.
- To attempt to reach agreement between the learner and the assessor at the earliest opportunity.
- To standardise and record any appeal to ensure openness and fairness.
- To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.
- We will acknowledge requests for appeal within 2 days of receipt of the Internal appeals from.
- Where necessary we will follow the awarding bodies appeals policy.

To protect the interests of all learners and the integrity of the qualification. In order to do this, Aldercar high School will:

- Inform the learner 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 learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.