Internal Appeals Procedure
(Access arrangements, special consideration and other administrative issues)

St Michaels Catholic School

2026/2027

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Centre name	St Michaels Catholic School
Centre number	52138
Date procedure first created	18/11/2025
Current procedure approved by	Adam Palmer
Current procedure reviewed by	Adam Palmer
Date of review	02/10/2026
Date of next review	September 2026

Key staff involved in the procedure

Role	**Name**
Head of centre	Adam Palmer
Senior leader(s)	Lou Baker, Hannah Austin, Simon Ralph, Rob Rooney, Rosin Still
Exams officer	Jocelyn Watson
SENCo (or equivalent role)	Caren Urbani
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that appeals against any decision at St Michaels Catholic 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), **A guide to the special consideration process**, **Access Arrangements and Reasonable Adjustments** (Importance of these regulations), **GR** and **Suspected Malpractice: Policies and Procedures**.

Purpose of the procedure

This procedure ensures compliance with JCQ regulations 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

St Michaels Catholic School 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, St Michaels Catholic School:
- recognises 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
- complies 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.

St Michaels Catholic School 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

Where St Michaels Catholic School has appropriate evidence authorised by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for the affected candidate/candidates.

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

This may include:

- 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 St Michaels Catholic School makes a decision 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 appeal should be made in writing via email within 5 working days of the decision being made to the known 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 5working days of the appeal being received and logged by the centre. If the appeal is upheld, St Michaels Catholic School will proceed to implement the necessary arrangements and submit the necessary application.

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause St Michaels Catholic School to make decisions on other administrative issues that may affect a candidate's examinations/assessments.

Where St Michaels Catholic School 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 appeal should be made in writing via email within 5 working days of the decision being made to the known appellant

  The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre.

Changes 2026/2027

No changes

Changes 2025/2026

(Amended) Wording under heading **Special consideration** slightly amended to reflect a change in *A guide to the special consideration process* in terms of appropriate evidence - amended 'signed by a member of the senior leadership team' to 'authorised by a member of the senior leadership team'.