

# Appeals

## Process to review a decision not to submit an appeal for the summer 2020 exam series

Below is a link to the current guidance from Ofqual on the appeal process for the summer 2020 examination series:

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/910603/6672 - What to do if you have concerns or questions about your grades.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/910603/6672_-_What_to_do_if_you_have_concerns_or_questions_about_your_grades.pdf)

## Process for review of the school's decision not to submit an appeal

The school has a robust process in place to review decisions by the lead staff not to submit an appeal, as requested by a student.

If you feel you have grounds for an appeal for your GCSE/ A level/ vocational results you must speak to the relevant member of staff, detailed below, clearly explaining your concerns. Please ensure you have read the guidance above before starting this process.

**A level/ Key Stage 5 vocational decisions – Mrs S Price, Vice Principal**  
**GCSE/ Key Stage 4 decisions – Mr A Murdoch, Assistant Principal**

The relevant staff member will decide if it would be appropriate for the school to submit an appeal on your behalf.

If, having liaised with the above named contact in relation to your queries, you consider you may have grounds for an appeal, or if you wish to appeal against a decision of the school not to appeal on your behalf to the exam board, or have concerns of any other nature regarding your exam results, please write to **Martin Rowe, Vice Principal**, setting out the basis on which you believe an appeal should be made, or the nature of your concern. You may want to attach relevant information to your letter/ email that you feel the school hasn't taken into account or was not previously aware of.

A response to your request will take place within 14 day of acknowledging receipt of your letter/ email. Please note, if we receive a higher than expected volume of decisions to review the timescale for review will be extended but will be completed by the deadline for appeals submission, 17 September 2020.