



# Exams Complaints Policy

St Benedict's Catholic College

## Exams Complaints Policy

Centre name	St Benedict's Catholic College
Centre number	16439
Date policy first created	12/03/2024
Current policy approved by	Mrs J Santinelli
Current policy reviewed by	Ms C Adams
Date of review	20/01/2025
Date of next review	01/01/2026

## Key staff involved in the policy

Role	Name
Head of centre	Mrs J Santinelli
Senior leader(s)	Mr G Muttock Mr C Brown
Exams officer	Ms C Adams
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that any complaints at St Benedict's Catholic College are managed in accordance with current requirements and regulations.

## Purpose of the policy

The purpose of this policy is to confirm the arrangements for complaints at St Benedict's Catholic College and confirms compliance with JCQ's **General Regulations for Approved Centres** (5.3, 5.8) in drawing to the attention of candidates and their parents/carers our written complaints policy which covers general complaints regarding the centre's delivery or administration of a qualification and our internal appeals procedure.

## Grounds for complaint

A candidate (or their/parent/carer) at St Benedict's Catholic College may make a complaint on the grounds below (This is not an exhaustive list).

### Teaching and Learning

- Non-subject specialist teacher without adequate training/subject matter expertise utilised on a long-term basis
- Teacher lacking knowledge of new specification/incorrect core content studied/taught
- Core content not adequately covered
- Inadequate feedback for a candidate following assessment(s)
- Pre-release/advance material/set task issued by the awarding body not provided on time to an examination candidate
- The taking of an assessment, which contributes to the final grade of the qualification, not conducted according to the JCQ/awarding body instructions
- Candidate not informed of their centre assessed mark prior to marks being submitted to the awarding body
- Candidate not informed of their centre assessed mark in sufficient time to request/appeal a review of marking prior to marks being submitted to the awarding body
- Candidate not given sufficient time to review materials to decide whether to request a review of the centre assessed mark
- Candidate unhappy with internal assessment decision (complainant to refer to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure

Additional grounds for complaint relating to teaching and learning:

Any reasonable concern will be considered.

### Access arrangements and special consideration

- Candidate not assessed by the centre's appointed assessor
- Candidate not involved in decisions made regarding their access arrangements
- Candidate did not consent to record their personal data online (by the non-acquisition of a completed **candidate personal data consent form**)
- Candidate not informed/adequately informed of the arrangement(s) in place and the subjects or components of subjects where the arrangement(s) would not apply
- Examination information not appropriately adapted for a disabled candidate to access it
- Adapted equipment/assistive technology put in place failed during examination/assessment

- Approved access arrangement(s) not put in place at the time of an examination/assessment
- Appropriate arrangement(s) not put in place at the time of an examination/assessment as a consequence of a temporary injury or impairment
- Candidate unhappy with centre decision relating to access arrangements or special consideration (complainant to refer to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure

Additional grounds for complaint relating to access arrangements:

Any reasonable concern will be considered.

### **Entries**

- Failure to clearly explain a decision of early entry for a qualification to candidate (or parent/carer)
- Candidate not entered/entered late (incurring a late entry fee) for a required examination/assessment
- Candidate entered for a wrong examination/assessment
- Candidate entered for a wrong tier of entry

Additional grounds for complaint relating to examination entries:

Any reasonable concern will be considered.

### **Conducting examinations**

- Failure to adequately brief candidate on examination timetable/regulations prior to examination/assessment taking place
- Room in which assessment held did not provide candidate with appropriate conditions for taking the examination
- Inadequate invigilation in examination room
- Failure to conduct the examination according to the regulations
- Online system failed during (on-screen) examination/assessment
- Disruption during the examination/assessment
- Alleged, suspected or actual malpractice incident not investigated/reported
- Failure to inform/update candidate on the accepted/rejected outcome of a special consideration application if provided by awarding body

Additional grounds for complaint relating to the conducting of examinations:

Any reasonable concern will be considered.

### **Results and Post-Results**

- Before examinations, candidate not made aware of the arrangements for post-results services and the availability of senior members of centre staff after the publication of results

- Candidate not having access to a member of senior staff after the publication of results to discuss/make a decision on the submission of a results review/enquiry
- Candidate request for return of work after moderation and work not available/disposed of earlier than allowed in the regulations
- Candidate (or parent/carer) unhappy with a result (complainant to refer via exams officer to awarding body **post-results services**)
- Candidate (or parent/carer) unhappy with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal (complainant to refer to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure
- Centre applied for the wrong post-results service/for the wrong script for a candidate
- Centre missed awarding body deadline to apply for a post-results service
- Centre applied for a post-results service for a candidate without gaining required candidate consent/permission

Additional grounds for complaint relating to results and post-results:

Any reasonable concern will be considered.

### **Raising a concern/complaint**

If a candidate (or parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification, St Benedict's Catholic College encourages an informal resolution in the first instance.

This can be undertaken by:

- following the college procedures which can be found on the school website  
<https://www.stbenedicts.essex.sch.uk/welcome/concerns-complaints-and-compliments/>

If a concern or complaint fails to be resolved informally, the candidate (or parent/carer) is then at liberty to make a formal complaint.

### **How to make a formal complaint**

All documentation relating to the submission of a formal complaint is available from, and should be returned to:

- Formal complaints must be made to the Principal (unless they are about the Principal), via the college office. This may be done in person, in writing (preferably on the complaint form), or by telephone.

Formal complaints will be logged and acknowledged within:

- three college days

To make a formal complaint, candidates (or parents/carers) must:

- Formal complaints must be made to the Head of centre (unless they are about the Head of centre), via the college office. This may be done in person, in writing (preferably on the complaint form), or by telephone. Full information is available on the college website <https://www.stbenedicts.essex.sch.uk/welcome/concerns-complaints-and-compliments/>

### **How a formal complaint is investigated**

During the investigation, the Principal (or investigator) will:

- if necessary, interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish
- keep a written record of any meetings/interviews in relation to their investigation.

Note: The Principal may delegate the investigation to another member of the college's senior leadership team but not the decision to be taken

The findings and conclusion of any investigation will be provided to the complainant within:

- At the conclusion of their investigation, the Principal will provide a formal written response within fifteen college days of the date of receipt of the complaint.  
If the Principal is unable to meet this deadline, they will provide the complainant with an update and revised response date.

## **Internal appeals procedure**

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.

To submit an appeal, candidates (or parents/carers) must:

- If the complainant is dissatisfied with the outcome at stage 1 and wishes to take the matter further, they can escalate the complaint to stage 2 – a meeting with members of the governing body's complaints committee, which will be formed of the first three impartial governors available.

This is the final stage of the complaint's procedure.

Appeals will be logged and acknowledged within:

- The Clerk will record the date the complaint is received and acknowledge receipt of the complaint in writing (either by letter or email) within five college days.

Requests received outside of this time frame will only be considered if exceptional circumstances apply.

The appeal will be referred to:

- A request to escalate to stage 2 must be made to the Clerk, via the college office, within ten college days of receipt of the stage 1 response.

It will be the responsibility of the Clerk to inform the appellant of the final conclusion in accordance with the internal appeals procedure.

Additional details on the internal appeals process:

<https://www.stbenedicts.essex.sch.uk/assets/Complaints-procedure-March-2024.pdf>