



# **Complaints Policy (Exams)**

Ormiston Denes Academy

## Complaints Policy (Exams)

Centre Name	Ormiston Denes Academy
Centre Number	19133
Date policy first created	09/10/2023
Current policy approved by	Mrs K Williams
Current policy reviewed by	Ms R Frosdick
Date of next review	10/11/2024

## Key staff involved in the policy

Role	Name
Head of Centre	Mrs K Williams
Senior leader(s)	Mr A Donovan - Vice Principal
Exams officer	Ms R Frosdick
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that the complaints at Ormiston Denes Academy are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**.

## Purpose of the policy

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

## Grounds for complaint

A candidate (or his/her/parent/carer) at Ormiston Denes Academy may make a complaint on the grounds below (This is not an exhaustive list).

### Teaching and Learning

- Quality of teaching and learning, for example:
  - 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 make a decision 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:

Not applicable.

### 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:

Not applicable.

### **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:

Not applicable.

### **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:

Not applicable.

### **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:

Not applicable.

### **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, Ormiston Denes Academy encourages an informal resolution in the first instance. This can be undertaken by speaking directly to/emailing the Exams Manager, Assistant Principal for Raising Achievement or Vice Principal with any concerns or complaints.

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 Mrs K Williams - Principal. Formal complaints will be logged and acknowledged within the timescales issued in the main Ormiston Denes Complaints Policy.

To make a formal complaint, candidates (or parents/carers) must submit their complaint to the Head of Centre by completing the complaints form which can be obtained from the academy or by completing the contact form on the website.

By phone or in person - only where a reasonable adjustment to handle the complaint over the phone or in person needs to be made. If reasonable adjustments require the complaint to be made verbally then a written record of what the complaint is regarding should be recorded during the phone call/meeting and sent to the complainant.

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

The complaint will be investigated by the Principal. Where the complaint is about the Principal or a member of the governing body (excluding the chair) the complaint will be

investigated by the Education Director or in some cases an independent investigator will be appointed – however this should only be in exceptional circumstances.

This will be decided within five academy days and an acknowledgement of the complaint will be sent to the complainant confirming who will be investigating the complaint and the timescales required to investigate and resolve the complaint.

The investigator may delegate the task of collating the information to another staff member but not the decision on the action to be taken.

If the complainant remains dissatisfied with the academy's final response, then they are able to progress the complaint to stage three. All documents relied upon for this stage of the complaint will be retained on the complaint file. If the complaint is closed at this stage the complaint log should be updated.

The findings and conclusion of any investigation will be provided to the complainant within four academy weeks of the date of the acknowledgement letter for stage two where possible. Any delay in the investigation will be communicated to the complainant at the earliest opportunity.

### **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 request a review by writing to OAT's Data Protection and Complaints Team detailing why you remain unhappy with the stage two response.

The task of collating the information may be delegated to another staff member but not the decision on the action to be taken. A full and final response to your complaint will be communicated in writing within two academy weeks of the complaint being allocated to a member of the executive team.

Appeals will be logged and acknowledged within five working days. The complaints coordinator will pass this on for review. They will remain your main point of contact at this stage.

The appeal will be referred to a member of the executive team.

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

Additional details on the internal appeals process:

Not applicable.

## **Changes 2023/24**

(Changed) All references to complaints and appeals procedure (To) complaints policy

(Changed) Heading - **Complaints and appeals procedure** (To) **Raising a concern/complaint**

(Changed) Sub-heading - **Appeals** (To) Heading - **Internal appeals procedure** and updated the process

## **Centre-specific changes**