

Appeals Procedure 2020 – GCSE, A level and BTEC.

Where a student believes that s/he has been awarded the wrong grade through an error in the school's process for submitting grades and rank order to the examination board, the student should email the principal.

The principal will investigate through the head of subject, class teacher and the examinations officer.

The student will be informed if there had been any error in the school's submission of the student's grade or rank order, and correction will be made with the examination board.

Where a student believes that s/he has been awarded a grade based on bias or discrimination on the part of the school, the student should email evidence of bias or discrimination to the principal.

The principal will investigate through the head of subject and class teacher.

In conducting the investigation, the principal will consider the evidence base on which the teacher arrived at the student's grade and rank order. The principal will consider the evidence of bias or discrimination presented by the student in the context of the evidence presented by the teacher. The principal will be guided by the school's commitment to equal opportunity for all students, taking account of religions/cultural background, gender, sexual orientation, class, race and any other consideration raised by the student.

The student will be informed if the complaint of bias or discrimination will be upheld.

If the complaint of bias or discrimination is upheld, the examination board will be informed.