

# PLYMPTON ACADEMY

## Internal appeals procedure

### **For all awards except BTEC**

For the BTEC awards, see 'BTEC Appeals policy and procedures'

Where a student and/or his/her parent(s) considers formal Controlled Assessment result to be erroneous, it is the duty of the respective Head of Faculty/Subject to conduct an internal enquiry in conjunction with the Assistant Principal with responsibility for examinations.

The outcome of this enquiry will be a formal recommendation to be communicated in writing.

The three possible formal recommendations are:

1. To request a re-mark.
2. To request the student re-sits an exam or re-submits coursework at a future session.
3. To take no further action.

Students and/or parent(s) should ensure any enquiry about a result is submitted to the Assistant Principal with responsibility for examinations. This must be done at least three days prior to the deadline for submission to the awarding body, which is normally 15<sup>th</sup> May.

Where a student and/or parent(s) wishes to register a complaint about any part of this procedure this should be made in writing to the Senior Assistant Principal with responsibility for examinations and copied to the Principal within ten days of the original recommended decision.

### **For BTEC awards**