



Wallington
County Grammar School

Internal Appeals Procedure (Access Arrangements and Special Consideration)

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Centre name	Wallington County Grammar School
Centre number	14739
Date procedure first created	21/04/2026
Current procedure approved by	Jamie Bean
Current procedure reviewed by	Simon Waters
Date of review	21/04/2026
Date of next review	31/01/2027

Key staff involved in the procedure

Role	Name
Head of centre	Jamie Bean
Senior leader(s)	Simon Waters
Exams officer	Hina Rehman
SENCo (or equivalent role)	Du vessa Owen
Other staff (if applicable)	Asma Farshori (Assistant SENCO)

This procedure is reviewed and updated annually to ensure that appeals against any decision at Wallington County Grammar School relating to access arrangements and special consideration or other administrative issues are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ document **General Regulations for Approved Centres**. This procedure is also informed by the JCQ documents **A guide to the awarding bodies' appeals processes (3)**, **A guide to the special consideration process (1, 2, 6)**, **Access Arrangements and Reasonable Adjustments** (Importance of these regulations), **GR (5.4)** and **Suspected Malpractice: Policies and Procedures (3.3)**.

Purpose of the procedure

This procedure ensures compliance with JCQ regulations (GR 5.3) which state that centres must have in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre, an internal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration.

Access arrangements and reasonable adjustments

Wallington County Grammar School will:

- comply with the principles and regulations governing access arrangements and reasonable adjustments as set out in the JCQ document **Access Arrangements and Reasonable Adjustments**
- ensure that all staff who manage and implement access arrangements and reasonable adjustments are aware of the requirements and are appropriately supported and resourced

In accordance with the regulations, Wallington County Grammar School:

- recognises its duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and make reasonable adjustments to the service the centre provides to disabled candidates
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations has the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

Special consideration

Special consideration is given to a candidate who is affected by adverse circumstances beyond their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

Wallington County Grammar School will:

- comply with the requirements as set out in the JCQ document **A guide to the special consideration process**
- ensure that all staff who manage and administer special consideration applications are aware of the requirements

Where Wallington County Grammar School has appropriate evidence authorised by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for the affected candidate/candidates.

Centre decisions relating to access arrangements/reasonable adjustments and special consideration

This may include:

- a decision not to award/apply for a specific access arrangement/reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration

Where Wallington County Grammar School makes a decision in relation to the access arrangement(s)/reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- A written statement explaining why the candidate (or candidate's parent/carer) believes the decision is wrong, showing how the centre hasn't complied with its responsibilities or which procedures it hasn't followed, should be submitted to Mr Waters (Deputy Head)

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements/reasonable adjustments and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal

Within 5 working days

If the appeal is upheld, Wallington County Grammar School will

Apply to exam boards as necessary, and if given permission, Implement the procedure

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Wallington County Grammar School to make decisions on other administrative issues that may affect a candidate's examinations/assessments.

Where Wallington County Grammar School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- A written statement explaining why the candidate (or candidate's parent/carer) believes the decision is wrong, showing how the centre hasn't complied with its responsibilities or which procedures it hasn't followed, should be submitted to Mr Waters (Deputy Head)

The appellant will be informed of the outcome of the appeal

within 5 working days

Changes 2025/2026

(Amended) Wording under heading **Special consideration** slightly amended to reflect a change in *A guide to the special consideration process* in terms of appropriate evidence - amended 'signed by a member of the senior leadership team' to 'authorised by a member of the senior leadership team'.

Centre-specific changes