



BALLYMENA ACADEMY

EST. 1828

Access Arrangement and Special Consideration Appeals Policy

Policy ratified by Board of Governors: January 2025
Date of next Review: January 2026

Introduction

The awarding bodies recognise that there are some candidates who may be prevented from demonstrating their achievement because of:

- a permanent or long-term disability, learning difficulty or medical condition;
- a temporary disability, illness or indisposition immediate to or at the time of the examination;
- circumstances at the time of, or during the examination or assessment.

Access Arrangements and reasonable adjustments are pre-examination adjustments approved before an examination or assessment. They allow candidates with special educational needs, disabilities or temporary injuries to access the examination or assessment.

Special Consideration is an adjustment to a candidate's mark or grade to reflect temporary illness, injury or other indisposition at the time of the examination or assessment.

Access Arrangements, reasonable adjustments and special consideration decisions are based on inter-awarding body procedures. The principles and regulations governing access arrangements and special consideration are set out in the JCQ publications *Access Arrangements and Reasonable Adjustments* and *A guide to the special consideration process*. These publications can be found on the JCQ website: <http://www.jcq.org.uk/exams-office>.

Ballymena Academy will comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications

- General Regulations for Approved Centres
- Access Arrangements and Reasonable Adjustments and a Guide to the Special Consideration Process;
- Suspected Malpractice: Policies and Procedures.

Centre decisions relating to Access Arrangements, reasonable adjustments and Special Consideration

This may include Ballymena Academy's decision not to make/apply for a specific 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 Ballymena Academy 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. An **internal appeals form** should be completed and submitted within 5 working days of the decision being made known to the appellant.

To determine the outcome of the appeal, the SLT member with responsibility for Assessment, Recording and Reporting, in consultation with the Curriculum Vice-Principal, will consult the respective JCQ publication to confirm the Centre has complied with the principles and regulations governing Access Arrangements and/or Special Consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre.

If the appeal is upheld, Ballymena Academy will proceed to implement the necessary arrangements/submit the necessary application.

This procedure confirms Ballymena Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover centre decisions relating to access arrangements and special consideration.

Appeal: Centre decisions relating to Access Arrangements and Special Consideration.

Candidate Name			Year	
Subject			Level	
Unit			Teacher	
Title of Assignment				
Please use this space to explain on what grounds you wish to appeal				
Signed			Date	
Outcome:				
Date:				

Post review the SLT member with responsibility for Assessment, Recording and Reporting, will forward a copy of this document to the: -

- Candidate;
- Examinations Officer;
- Learning Support Co-Ordinator;
- Curriculum Vice-Principal;
- Head of Centre.