Internal Appeals Procedure - Part 2 (Access arrangements, special consideration and other administrative issues)

Role Responsible:	Vice Principal (Transition and Engagement)
Written by:	Vice Principal (Transition and Engagement)
Date approved:	October 2026
Approved by:	SLT
Publication:	Google Shared Drive/Website (delete as appropriate)
Review cycle:	Annually
Next Review Date:	October 2027

This procedure is reviewed and updated annually to ensure that appeals against any decision at Itchen Sixth Form College 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 publication **General Regulations for Approved Centres** – Effective from 1 September 2026

This procedure is also informed by the JCQ publications **A Guide to the awarding bodies' appeals process** (chapters 3, 7), **A guide to the special consideration process** (sections 1, 2, 6), **Access Arrangements and Reasonable Adjustments** (Importance of these regulations), GR (section 5.4) and Suspected Malpractice: Policies and Procedures (section 3.3).

Purpose of the procedure

This procedure ensures compliance with JCQ regulations (GR 5.3) which state that centres must have in place and available for inspection, a written internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration.

Access arrangements and reasonable adjustments Itchen Sixth Form College will:

- comply with the principles and regulations governing access arrangements and reasonable adjustments as set out in the JCQ publication **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, Itchen Sixth Form College:
- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments 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 has temporarily experienced illness, injury or some other event outside of 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 his or her normal level of attainment in an assessment.

Itchen Sixth Form College will:

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

Where Itchen Sixth Form College has appropriate evidence signed 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 Itchen Sixth Form College 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 to the head of centre

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 and any subsequent actions

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Itchen Sixth Form College to make decisions on other administrative issues that may affect a candidate's examinations/assessments.

Where Itchen Sixth Form College 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 to the head of centre

The appellant will be informed of the outcome of the appeal within 5 working days