

SGOIL LIONACLEIT

Appeals and Absentee Awards Policy

Introduction

This policy may be invoked where a pupil may wish to appeal against a grade he / she has received for a qualification or where a pupil has not taken an examination or been unable to complete an examination due to illness.

Access

All pupils are made aware of the existence of this policy and have open access to it. It can be obtained from the School Office and online at www.sgoillionacleit.org.uk

It should be read in conjunction with the appeals policies for each of the awarding bodies used by Sgoil Lionacleit such as the Scottish Qualifications Authority. All teachers are aware of these policies and how to access them in order that pupils can be supported.

This policy is reviewed annually and may be amended in response to feedback from pupils, staff, parents and external organisations.

Policy Statement

All pupils at Sgoil Lionacleit have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

If a pupil wishes to appeal a decision, they should follow the following procedure.

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal. If the pupil has left school then they should speak to the Head Teacher.
2. The member of staff has a responsibility to explain to the candidate why he / she received the grade / mark.
3. If the pupil is not satisfied with the explanation the piece of work will be re - marked by another member of staff also involved with teaching and assessing that qualification.
4. The pupil will be informed of the outcome of the re-marking by letter.
5. If the pupil wishes to continue the appeal, he / she needs to contact the Sgoil Lionacleit Examinations Officer who will provide the pupil with information about the appeals procedure for the relevant awarding body and explain what is involved. The Exams Officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the pupil.

6. Please note: a pupil must have the support of Sgoil Lionacleit, the examination centre to be able to appeal against a result.
7. The decision of the awarding body is final.

If a pupil is not able to take an examination due to illness then they must inform the Sgoil Lionacleit Examination Officer as soon as possible. A letter from the pupil's GP must be sent to the school as soon as possible to confirm absence due to illness.

Appropriate evidence that will support an application for an absentee award will be gathered and sent to the awarding body for consideration. The decision of the awarding body is final.

If a pupil leaves an examination early due to illness or if the candidate feels that they have under – performed due to illness then they must inform the Sgoil Lionacleit Examination Officer as soon as possible. A letter to confirm illness must be sought from the GP and sent to the school as soon as possible.

Evidence will be sent to the awarding body by the school. The awarding body will consider the evidence submitted.

The decision of the awarding body is final.