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## **The King's School Linbro Park Learner Appeals Policy**

### **1.0 Policy Statement**

The King's School Linbro Park allows all learners to appeal decisions made in the areas of admissions, assessment and learner discipline. The Appeals procedure is designed to allow learners to have reviewed any decision which they consider to be unfair.

All learners will be issued with a copy of the King's School Linbro Park Appeals Policy upon admission to the school as well as at the beginning of each successive year of enrolment. The school will ensure that the disputes and appeals process is fully understood by all learners and easy for them to access.

All members of staff are responsible for operating and implementing the Appeals Policy and Procedure by ensuring learners have the opportunity to discuss any problems informally. If problems reach the formal stage, staff should ensure that learners have access to the Appeals Policy and Procedures and any relevant forms.

### **2.0 Appeals Procedure**

- 2.1 In the first instance, the learner should discuss any potential appeal, with his/her Class Teacher or member of the Student Representative Council to try to settle the issue in an informal way.
- 2.2 If after discussion, the learner wishes to make a formal appeal against a school decision, the appeal should be sent in writing to the Head of Student Affairs within one week of receiving the decision. This can be done by e-mail or letter or by completing a Learner Appeal Form obtainable on the school website or from the Student Affairs Office.
- 2.3 The Learner Appeal Form should contain the basis for the appeal including any new information which the learner wants to highlight.
- 2.4 Learners requiring help to complete this form should contact one of the chairpersons of the Student Representative Council.
- 2.5 Once an Appeal has been received, all information concerning the appeal will be logged by the Head of Student Affairs on the Learner Appeals Form.

- 2.6 All written requests for an appeal will normally be acknowledged within 3 days of receipt.
- 2.7 An appeal hearing will then be held to allow the learner to explain the basis of the appeal.
- 2.8 The learner may choose to be accompanied by a representative or friend or by a member of the Student Representative Council.
- 2.9 The Head of Student Affairs will set up an Appeals Panel which will consist of the Head of Student Affairs, and up to a maximum of two other appropriate members of staff. None of Appeals Panel will have been involved in the original decision.
- 2.10 After the appeal has been heard, the Appeals Panel will tell the learner of their decision as soon as possible and confirm this decision in writing to the learner normally within 5 working days.
- 2.11 A copy of the written decision of the Appeals Panel will be retained by the school.
- 2.12 The decision of the Appeals Panel is final.

### **3.0 Appeals of Grades/Evaluation**

The King's School Linbro Park is committed to ensuring that assessment decisions are both fair and consistent and do not prejudice any individual from proving competence in a given subject. All assessments will be carried out in a fair and honest manner and in accordance, where appropriate, with certifying body rules and regulations.

- 3.1 Learners may appeal a grade if they have reason to believe any of the following:
  - The grade/evaluation has been miscalculated.
  - Not all the required components were considered in rendering the grade/evaluation.
  - The grading criteria were unclear, inconsistent or vague.
  - The grading/evaluation criteria or the value of the assignment/question was not specified.
  - An academic deadline was missed due to extenuating circumstances.
- 3.2 Educators' responsibilities:

At the beginning of the year, learners shall be advised of the course requirements (tests, exams, portfolio work, etc.) as follows:

- What the course requirements are and what percentage of the final grade each is worth.
- How each requirement is evaluated.
- What penalties are assigned when requirements are submitted late.
- What consequences are assigned for unsatisfactory performance.

Tests, exams, assignments, etc. shall be graded and evaluated impartially, fairly and appropriately.

Graded/evaluated assignments shall be returned to learners, unless stated otherwise in advance by the instructor.

Tests, assignments, etc. shall be graded and returned within a reasonable length of time such that learners' performance on forthcoming subject matter is not jeopardised.

### 3.3 Learner responsibility:

Learners shall ensure that they clearly understand how they will be evaluated in each subject as listed under Educators' responsibilities.

If the requirements as listed under Educators' responsibilities have been provided, ignorance of these requirements cannot be used as grounds for appeal.