

Enquiries About Results & Appeals Policy

Curious Academy of Talent

Enquiries About Results & Appeals Policy

1. Purpose

Curious Academy of Talent is committed to ensuring that all learners receive fair and transparent assessment outcomes. This policy explains how learners and parents/carers may raise concerns regarding examination results and how the Centre will support them through the appropriate LAMDA procedures.

2. Scope

This policy applies to all learners entered for LAMDA examinations through Curious Academy of Talent.

3. Enquiries About Results

If a learner, parent or carer believes that an examination result may require further clarification, they should contact the Centre Coordinator as soon as possible after receiving the result.

The Centre will:

- Explain the options available through LAMDA.
- Advise on the published timescales and any applicable fees.
- Submit requests within the deadlines where instructed by the learner.
- Keep the learner informed throughout the process.

4. Appeals

Appeals against examination decisions are managed in accordance with LAMDA's published Appeals procedures.

The Centre will:

- Provide information about the appeals process.
- Assist learners in understanding the requirements.
- Submit any required documentation within published deadlines.
- Cooperate fully with any requests made by LAMDA during the appeal.

5. Record Keeping

The Centre will maintain confidential records of:

- Requests for Enquiries About Results.
- Appeals submitted.
- Correspondence with learners and parents.
- Outcomes received from LAMDA.

6. Confidentiality

All information relating to examination results and appeals will be handled confidentially and stored securely in accordance with the Centre's Data Protection Policy.

7. Review

This policy will be reviewed annually or sooner if LAMDA regulations or guidance change.

Approved by: Head of Centre

Review Period: Annual