

ASSESSMENT APPEALS POLICY

A RATIONALE

A student is entitled to appeal against an assessment decision if they consider that they have been treated unfairly. It is expected that informal attempts to resolve the matter will have taken place before the formal appeals procedure is invoked.

This policy refers to internal assessment decisions (including controlled assessments and coursework. External Awarding Bodies e.g. NOCN/BCS, have their own appeals procedures and further details of these can be obtained from the Examinations Officer.

B POLICY STATEMENT

Grantham College is committed to ensuring that assessment decisions are accurate, consistent and fair. The appeals procedure exists to allow students to seek a review of decisions that they consider to be unfair.

C ENTITLEMENT

Students have the right to appeal against an internal assessment on the following grounds:

- that in the assessment or marking, the stipulated assessment procedure was not followed, or
- information is, or was, available which could have had a bearing on the assessment or mark, but which was not taken into account by the assessor or was unreasonably rejected

D IMPLEMENTATION

If a student wishes to appeal against an internal assessment decision then the following procedure should be adopted:

1. The student must inform the assessor or internal verifier of their dissatisfaction within 10 working days of receiving the decision. An informal discussion will take place between both parties to attempt to resolve the situation. Either party may request the involvement of the course leader or another member of the teaching/assessor team in such a discussion. Students are also entitled to be supported by a member of the student support team if they so wish.
2. If the matter is not resolved through discussion then the student must appeal in writing to the Deputy Principal within 5 working days of the outcome of the failure of the informal discussion. The student must set out the grounds for their appeal and may be assisted in doing so by a member of the student support team.

STAFF/STUDENT POLICIES

3. The Director of Quality will convene an appeals meeting within 10 working days of notification of the formal appeal. The Curriculum Manager of the relevant area or other appropriate manager who will be invited to attend the meeting along with the member of staff who made the original assessment decision.
4. The student will be invited to attend the meeting to explain his/her case and can be supported by a member of the student support team.
5. The Director of Quality will make her decision based on the evidence provided and the student will be notified in writing of this decision within 5 working days.
6. If the student is unhappy about the response in writing, he/she can ask for a personal hearing with the Deputy Principal.
7. The student will be notified in writing of the outcome within 5 working days of the meeting.
8. The decision of the Deputy Principal is final unless external regulations allow for further steps to be taken

Quality Assurance – version control			
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