

STAFF/STUDENT POLICIES

ASSESSMENT APPEALS POLICY

A RATIONALE

A student or apprentice 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 Organisation e.g. NOCN, AAT, 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, valid, unbiased, consistent and fair. The appeals procedure exists to allow students and apprentices to seek a review of decisions that they consider to be unfair.

C ENTITLEMENT

Students and apprentices have the right to enquire, question or appeal against an internal assessment decision.

D IMPLEMENTATION

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

Stage 1 – Informal Appeal

The student or apprentice must inform the Assessor, Internal Quality Assurer or Internal Verifier of their dissatisfaction within 5 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 the discussion. Students and apprentices are also entitled to be supported by a member of the student support team if they so wish.

Stage 2 – Review

If the situation is not resolved the student or apprentice can ask for a review of the assessment decision to be undertaken by the Head of Curriculum, Internal Verifier or Internal Quality Assurer and the student notified of the findings within 5 working days. The student or apprentice should then notify, in writing within 5 working days, whether they agree or disagree with the decision.

If the matter is still unresolved, move to Stage 3.

Stage 3 – Formal Appeal

The final internal, formal appeal should be considered by the VP: Quality & Curriculum, or a member of the Senior Leadership team. The Head of Curriculum and the member of staff who made the original assessment decision should attend this meeting.

If the matter is still unresolved, move to Stage 4.

Stage 4 – External Appeal

The grounds for appeal and any supporting documentation must be submitted by the Exams team to the Awarding Organisation as per their policy, and within 5 working days.

The Awarding Organisation will confirm the final outcome and there will be no further appeal.

Each stage of the appeal should be recorded, dated and show either agreement, or disagreement with the decisions. All documents must be retained for a minimum of 18 months.

A flowchart of the appeals process is attached at Appendix 1.

Quality Assurance – version control			
Review Period:	2 Yearly	Review carried out by:	VP: Q&C
Approved by:	SLT	Date approved:	26.3.24
Equality Impact Assessment Date:	February 24	Last review date:	February 24

Appendix 1 – Flowchart of procedures for Assessment Appeals

