

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Appeals Policy



### 1. Policy Statement:

1.1: It is the policy of Build-a-Future (BAF) to develop and maintain assessment procedures that are fair, reliable and open to scrutiny.

1.2: BAF operates a rigorous system of internal verification to guarantee fair assessment that complies with awarding body requirements. It is recognised, however, that there could be exceptional circumstances when individual learners or groups may wish to appeal against recommendations or decisions relating to assessment. The following appeals procedure outlines the action that may be taken in such circumstances.

1.3: In all cases BAF's academic appeal process supports and supplements the appeal process for all awarding bodies. Learners have the right to appeal directly to the relevant awarding body at any time.

### 2. Scope of Policy and Procedure:

2.1: Any learner who believes that a piece of work submitted for assessment has been assessed unfairly, inconsistently or not in accordance with the standards and level required by the awarding body, shall have the right to appeal against the assessment mark, grade or final outcome.

2.2: In the first instance, any concerns should be discussed with a member of the teaching team. While it is recognised that in most circumstances learner queries relating to assessment can and will be resolved informally, the formal appeals procedure is available to support learners in their appeal.

2.3: It is the responsibility of the learner to inform BAF if they are not satisfied with the grading of any piece of work. The Appeals policy enables learners to make a formal appeal against a recommendation or decision relating to:

1. The mark or grade for an individual item of coursework.
2. The result of an individual course.
3. Entitlement to an award.
4. The class or grade of an award.

### 3. Grounds for Appeal

3.1: A candidate may appeal against an assessment decision if he/she believes that the decision is unfair or unreasonable. Normally an appeal can be made on any one of the following grounds:

1. Relevant assessment criteria have been met but not acknowledged.
2. The assessments were not conducted in accordance with the awarding body's regulations.
3. Assessment procedures, including examinations, were not conducted fairly.
4. The internal verifier was presented with incorrect or inaccurate assessment information.

Date: April 2017

Review Date: April 2019

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5. There were medical or other extenuating circumstances of which the relevant course manager was unaware when assessment decisions were being made.
6. There was unfairness or impropriety on the part of one or more of the assessors/examiners.
7. The learner was unjustifiably excluded from an examination or an assessment opportunity.

3.2: It is the responsibility of the learner to notify the course manager in writing of any extenuating circumstances, which may be adversely affecting the learners' performance. Normally, this should be done before the assessment process takes place.

### 4. Appeals Procedure

4.1: The appeals procedure is detailed next:

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Procedure for Academic Appeals

Stage		Learner Action	To Whom	Centre Action	Timeframe
1. Informal	Appeal referred to and resolved by the assessor	Learner to discuss with assessor within 5 working days of receipt of assessment decision	Assessor	Assessor to discuss and seek to resolve	2 working days
2. Formal	Appeal referred to and resolved by the personal tutor	Learner appeal to personal tutor within 5 working days. To invoke stage 2 the learner must complete the appropriate form	Personal tutor	Personal tutor to investigate assessment decision and review with internal verifier. Will check that assessment fully meets awarding body requirements	5 working days
3. Formal	Appeal referred to Director Quality and Professional Development	Learner appeals in writing to DQPD if they feel the decision is unfair at Stage 2 and there is the likelihood of a major impact on the learners future	Directorate	Assessment decision investigated by DQPD and brief report written. The final decision will be made by a panel.	5 working days

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Academic Appeal Against Internal Grading/ Assessment Decision

Name
Address
Course
Nature of Appeal
1. Please state which category from 3.1 of the policy you are bringing this appeal:
2. In your own words please explain the reason of the appeal:
Signature:
Date:
Please give this form to your personal tutor and send a copy to the Headteacher at Build-a-Future Main Road, West Ashby, Lincolnshire, LN9 5PT
Please keep a copy of this form for your records

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