

## Learner Appeals Procedure Policy (Vocational)

Policy Code:	VO5
Policy Start Date:	December 2016
Policy Review Date:	December 2019

Please read this policy in conjunction with the policies listed below:

- TL8 BTEC Procedures Policy
- VO4 Learner Malpractice Policy (Vocational)
- VO8 Reasonable Adjustment and Special Consideration Policy - (Vocational)



## **1. Aims and Objectives of the Policy**

### 1.1 Aims

The Priory Federation of Academies Trust (The Trust) is committed to ensuring that standards of assessment are consistent, transparent and in line with the requirements of our awarding bodies.

### 1.2 Objectives

- a) To ensure all learner assessment decisions are open and transparent
- b) To ensure all learners have the right to appropriate redress

## **2. Range and Scope of the Policy.**

The policy covers all Vocational courses offered within the Trust but may well apply to other assignment-based courses should they become a part of the curriculum in future.

## **3. Grounds for Appeal**

A learner/candidate would have grounds for appeal against an assessment decision in the following situations.

- a) The work is not assessed according to the set criteria or the criteria are ambiguous.
- b) The final grade of the work does not match the criteria set for grade boundaries or the grade boundaries are not sufficiently defined.
- c) The internal verification procedure contradicts the assessment grades awarded.
- d) There is evidence of preferential treatment towards other learners/candidates.
- e) The conduct of the assessment did not conform to the published requirements of the Awarding Body
- f) Valid, agreed, extenuating circumstances were not taken into account at the time of assessment, which the Academy was aware of prior to the submission deadline.
- g) Agreed deadlines were not observed by staff.
- h) The current Assessment Plan was not adhered to.
- i) The decision to reject coursework was made on the grounds of malpractice.

## **4. Appeals Procedure**



- a) If, after informal discussion with the Lead/Internal Verifier, the candidate wishes to make a formal appeal, the candidate must ask the Internal Verifier, in writing, for a re-assessment. This must be done within 10 working days of receiving the original assessment result.
- b) The Quality Nominee with the Internal Verifier, on receipt of the formal appeal from the candidate, will try to seek a solution negotiated between the relevant assessor and the candidate. If it is not possible to reach an agreement, the Quality Nominee and the Internal Verifier will set a date for the Internal Verification Appeals Panel to meet.
- c) The Internal Verification Appeals Panel will be convened and will meet within 2 weeks of the receipt of the appeal by the Internal Verifier, with re-assessment, if deemed necessary by the panel, taking place within 15 working days of the appeals panel meeting.

## **5. Implementation**

- a) Appeals must be submitted in writing. The Centre provides appeal forms.
- b) Learners must be informed about the appeals procedure and have access to a copy of the written procedure.
- c) Learners will be given a response to the appeal within 7 working days at each stage of the appeal process.
- d) Learners will be allowed representation by a parent/guardian/friend if requested.
- e) Written records of all appeals will be retained by the appropriate person(s) including the outcome of the appeal and reasons for the outcome.
- f) The Quality Nominee and Headteacher will be provided with details of any appeals and their outcome.

## **6. Appeal Outcomes**

The following are permitted outcomes of the appeals procedure

- a) Confirmation of original decision;
- b) A re-assessment by an Independent Assessor;
- c) An opportunity to resubmit for assessment within a revised agreed timescale.

## **7. Final Option**

Learners undertaking these qualifications can appeal directly to SQA/SCQF Accreditation once they have exhausted both provider and awarding body complaints processes.

## **8. Policy changes**



**Policy Document**

The Priory Federation of  
Academies Trust

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**Policy Status:** Approved

**Ref.** VO5

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This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



## **The Priory Federation of Academies Trust Learner Appeals Policy**

This Policy has been approved by the Priory Federation of Academies Education and Standards Committee:

Signed..... Name..... Date:  
Trustee

Signed..... Name..... Date:  
Chief Executive Officer

Signed..... Name..... Date:  
Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.