

Learner Appeals Procedure Policy (Vocational)

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

Page 3 of 4

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.