

Action Learning Centres Assessment Appeals Procedure



The Appeals procedure will:

- Give students full opportunity to raise matters of proper concern without fear of disadvantage and in the knowledge that privacy and confidentiality will be respected.
- Ensure that its procedures are fair and decisions are appropriate and have regard to any applicable law.
- Ensure that student appeals are dealt with in a timely manner, using simple and transparent procedures.
- Ensure that where a complaint or appeal is upheld, appropriate remedial action is implemented.

Informal Procedure

- Where a candidate feels that there is a reason to query an assessment he/she should approach the assessor to discuss the issue in the first instance.
- If the matter remains unresolved, the candidate may request a personal interview with the Manager.
- If, after any action taken by the Manager, the candidate remains dissatisfied, he/she should proceed with the formal procedure.

Formal Procedure

- If the matter is not resolved through discussion then the student must appeal in writing to the Manager within 10 working days of the outcome. The student must set out grounds for their appeal.
- If the Manager will convene an appeals panel within 10 working days of notification of the formal appeal. The panel will consist of:
 - a. The Manager;
 - b. A tutor from another curriculum area with experience of similar types of assessment to that being disputed.
- The candidate and the original assessor should be invited to attend. The candidate may be accompanied by another student, parent or carer for support. The student will be invited to attend the appeals panel to explain their case, however non-attendance of the candidate should not invalidate the proceedings.

Version 3

To be updated March 2017

Signed Manager

M. Martin



- The Manager will make a written record of the panel meeting
- The outcome of the appeals panel must be formally reported to the candidate within one week and reported to the Manager.
- If the appeal has not been resolved to the satisfaction of the candidate under the procedures above, the candidate can ask for a personal hearing where the panel will be formed, of no parties that were previously involved.
- The student will be notified in writing of the outcome within 10 working days of the meeting taking place.
- The decision of the second appeals panel is final unless external regulations allow for further steps to be taken.

Action Learning Centres is committed to ensuring that assessment decisions are consistent, fair and accurate.

Right to Appeal

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
- The 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

Enquiries About Results (Re-marks)

In cases of Enquiries about Results, where the School does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.