



Vocational & Technical Qualifications Appeals Policy

Aim:

- **To enable the learner to enquire, question or appeal against an assessment decision.**
- **To attempt to reach agreement between the learner and the assessor at the earliest opportunity.**
- **To standardise and record any appeal to ensure openness and fairness.**
- **To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.**
- **To protect the interests of all learners and the integrity of the qualification.**

In order to do this, the centre will:

- inform the learner at the beginning of the course of the Appeals procedure
- record, track and validate any appeal
- forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted
- keep appeals records for inspection by the awarding body for a minimum of 18 months by lodging with the examinations officer on completion.
- have a staged appeals procedure
- will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results
- monitor appeals to inform quality improvement

Appeals Procedure

- Appeals will be managed by a Senior Leader responsible for Vocational Quality, who is currently the Vice Principal with responsibility for Sixth Form provision.
- All work will be marked against the Criteria for the unit and clear feedback will be provided advising each student how their work can be improved.
- If a student disagrees with a final assessment decision for any unit, they should write a letter to the Senior Leader responsible for Vocational Quality, explaining why they disagree with the assessment decision.
- Students must lodge their appeal within one week of receiving their unit grade.



- The Senior Leader responsible for Vocational Quality or the Quality Nominee will pass a copy of any appeal to the Achievement Leader Sixth Form (16 – 19 courses) or a senior member of staff with responsibility for Year 11 achievement (for key stage 4 courses) who will review the unit of work with the Head of the Department, Assessor and Lead I.V. / I.Q.A.
- Assessor will then respond, in writing to justify assessment decision or record any change of grade.
- Should the candidate wish to proceed with a complaint they can request a meeting with the Assessor/Lead I.Q.A. plus another member of the department not involved with the unit and the Quality Nominee.
- Minutes for this meeting will be taken and a written record kept by the Exams Officer. This record should include the outcome of the appeal and reasons for that outcome
- If the candidate disagrees with the overall outcome, they can appeal in writing to the Principal within 7 days who will review all the documentation with the Senior Leader responsible for Vocational Quality and make a final written decision, communicated within 15 working days.
- Should the appellant raise a complaint via the Complaints Policy & Procedure then this appeals process should be completed and may, at the discretion of the Principal form Stage 1 of the Complaints Procedure, noting that a change of assessment decision can only arise from this procedure.

This procedure will be reviewed every 12 months by the Senior Leader responsible for Vocational Quality.

Review Date: December 2024