



## **Vocational & Technical Qualifications Appeals Procedure**

### **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 Policy and 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 the Senior Leader responsible for Vocational Quality, currently the AP: Head of Bishop Laney Sixth Form.
- 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, currently the AP: Head of Bishop Laney Sixth Form.



- 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, currently the AP: Head of Bishop Laney Sixth Form will pass a copy of any complaint 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.
- 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.V. plus another member of the department not involved with the unit and the Assistant Principal: Sixth Form.
- 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 who will review all the documentation with the Senior Leader responsible for Vocational Quality, currently the AP: Head of Bishop Laney Sixth Form and make a final written decision.

This procedure will be reviewed every 12 months by the Senior Leader responsible for Vocational Quality, currently the AP: Head of Bishop Laney Sixth Form.

**Review Date: December 2022**