

INTERNAL ASSESSMENT APPEALS POLICY

This policy is available on-line at: www.stc.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please contact Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact Student Services

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	v.8	September 2016	July 2018	Principal, South Shields Marine School

Equal Opportunities: Impact Assessed

POLICY NUMBER 33

Review:

INTERNAL ASSESSMENT APPEALS POLICY

1 Policy Statement

It is the policy of the College to allow students an opportunity to appeal against any assessment decision where they feel that the assessment procedures have not been properly conducted or where they believe that the decision is unfair.

This applies whether the assessment event or decision is:

- Formative or summative
- Graded or ungraded
- Made by an individual assessor or a course team with or without internal verification.

All efforts should be made to resolve problems using the Informal Procedure described in Stage 1 in order to avoid the need to involve the Formal Procedure described in Stage 2.

2 Scope

This policy and procedure applies only to internal assessments. It does not deal with external enquiries for which the awarding bodies have published their own Appeals Procedure.

3 Legislation

The Human Rights Act 1998 applies to the operation of this policy.

4 Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring the policy is known, understood and implemented

5 Actions to Implement and Develop Policy

Informal Procedure – Stage 1

Any student wishing to question an assessment decision should bring the matter to the attention of the Curriculum Leader or assessor as quickly as possible and certainly within one working week of receiving the assessment decision.

If the assessment decision results from a Course Team meeting the Curriculum Leader / Head of Quality will explain the meeting decision to the student.

If agreement cannot be readily reached, the assessor should bring the situation to the attention of the Curriculum Leader / Head of Quality who should arrange for a second assessment of the permanent evidence (script, report, recording, artefact, etc) if this has not already been undertaken as part of the College internal verification processes.

In consultation with the student and in light of any additional opinion obtained, a decision may be made to:

- (i) Accept the original decision.
- (ii) Modify the decision.
- (iii) Re-assess the student practically or verbally.

This should take place within two weeks of the original decision being questioned and in all cases written evidence of the decision to retain or modify the student assessment mark must be recorded

If having completed all the above, the student believes that there are still grounds for appeal then the Curriculum Leader / Head of Quality should be informed in writing and the formal procedure described in Stage 2 should be invoked.

Formal Procedure – Stage 2

On receiving written notice of the appeal from the student, the Curriculum Leader and the student should complete Section 1 of the Candidate Appeal Form (CA1), the Curriculum Leader assisting the student as necessary.

Within one working week the Curriculum Leader / Head of Quality will convene an Appeals Panel. The Panel shall consist of at least three people and should include a member of staff external to the School and nominated by the Principal (South Shields Marine School).

The Panel shall meet to review the evidence available, consider whether further information is required and act accordingly. The following should be included if appropriate:

- (i) The permanent evidence of assessment.
- (ii) Section 1 of form CA1.
- (iii) Evidence from a second assessor, where the student work has been second marked under Section 5
- (iv) Evidence from an internal verifier, where the student work has already been through the internal verification processes prior to the informal appeal
- (v) Whether any equality issues has influenced the original assessment, whether these have been raised by the student within their submission or not

When all necessary information is assembled the panel will meet to consider the case. All information will be provided to the parties prior to the hearing. No new documentary evidence will be accepted subsequently unless it is agreed by all parties.

The student and the assessor or Curriculum Leader / Head of Quality will be invited to attend the purposes of presenting or clarifying evidence. The student may be accompanied by a friend if necessary.

The panel must reach a decision within three working weeks of the notice of appeal and inform the candidate both orally and in writing.
Section 2 of the form CA1 will be completed by the Panel Chairperson.

Records of the appeal are to be retained on the course file and transmitted within one week to the Awarding Body External Verifier or Moderator through the College centre coordinator. The decision of the College Appeals panel is subject only to change by the Awarding Body.

After the student appeal process to the Awarding Body is completed, if the student remains dissatisfied then the student should be advised by the Awarding Body that the matter can be referred to Ofqual at <https://www.gov.uk/government/organisations/ofqual/about/complaints-procedure>

Note: In the above-mentioned procedure a more senior member of staff should replace the Curriculum Leader / Head of Quality if he/she is also the person responsible for an individual assessment which is in dispute.

6 Monitoring & Evaluation

The Senior Management Team will monitor the minutes of meetings of the HE Operations Group, or the School Course Team minutes to ensure the correct operation of the policy is undertaken.

The SMT will also receive termly reports on formal appeals received and their outcomes.

7 Related Policies

- Assessment Policy
- Late submission of course work Policy
- Plagiarism Policy.



INTERNAL ASSESSMENT APPEAL

Candidate Appeal

Name of candidate:

Name of assessor:

Name of internal verifier:

Date of assessment:

Module/Unit(s) assessed:

Section 1: Assessor's comments

Assessment details:

Candidate's reason for appeal:

Candidate's signature: Date:

Assessor's signature: Date:

Assessor decision

Date appeal received: Date of reply:

Name: Signature:

Section 2: Internal Verifier's comments if relevant

Date appeal received: Date of reply:

Name: Signature:

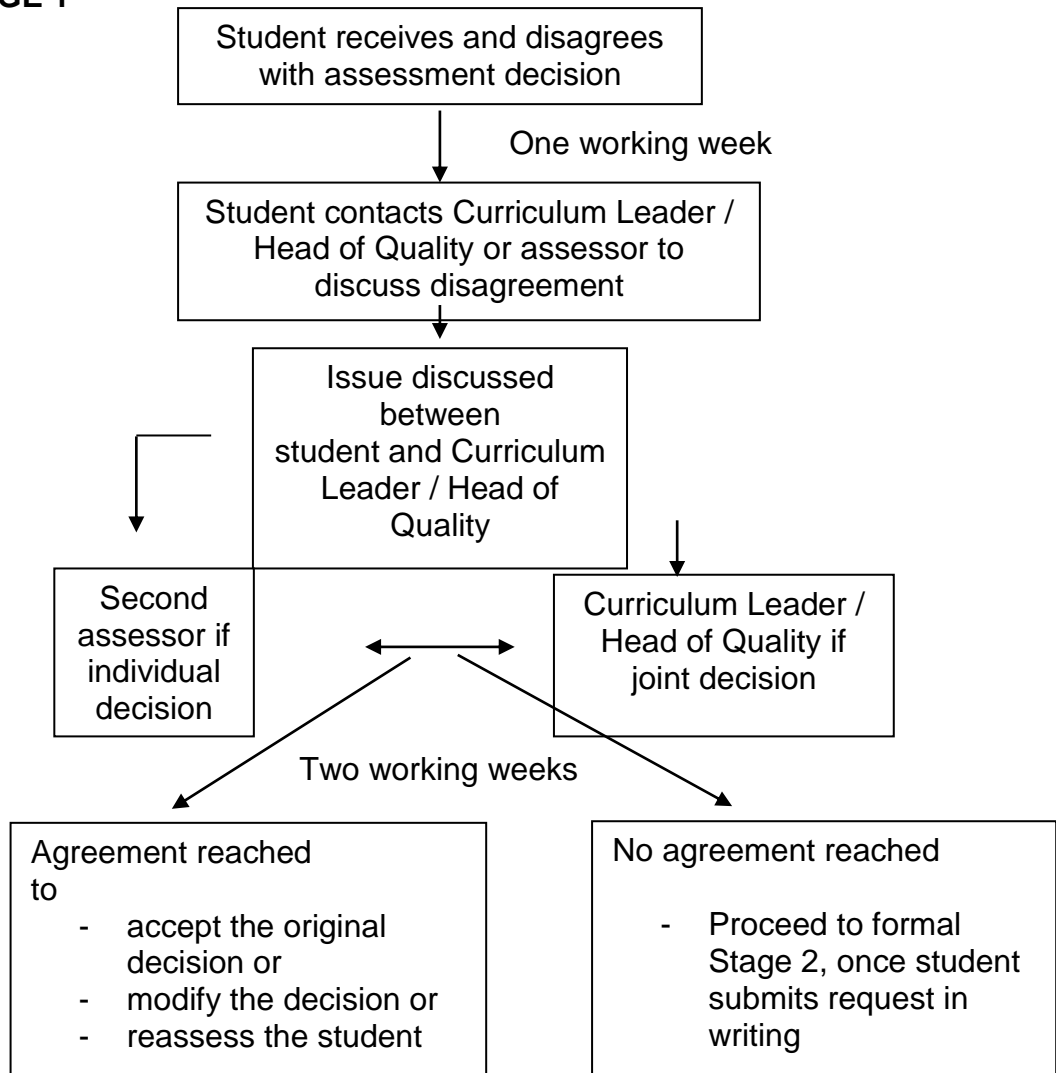
Section 3: Appeals Panel's Comments

Date appeal received: Date of reply:

Name: Signature:

INTERNAL ASSESSMENT APPEALS PROCEDURE

STAGE 1



STAGE 2

