

APPEALS POLICY AND PROCEDURE (ASSESSMENT/GRADING)

1. **POLICY**

Students have the right to challenge the assessment decision made by an assessor.

The College has in place an appeals procedure which students can use in the event that they wish to challenge an assessment/grading decision. If a student wishes to exercise their right to challenge an assessment/grade, the following steps must be followed.

2. **PROCEDURE**

2.1 The appeal against an assessment/grading decision must, in the first instance, be made to the assessor.

2.2 If the matter remains unresolved the following stages will apply:

- a) The work will be assessed by another assessor (*within ten working days*)
- b) The matter will be referred to the Head of Faculty who will meet with the student and the assessor and the Internal Verifier (if appropriate) (*within five working days of 2.2a*)
- c) The Head of Faculty will refer the matter to the Vice Principal Curriculum and Quality Standards (*within five working days of 2.2b*)

The College will make every effort to adhere to the above time limits but these may have to be extended should the appropriate people be unavailable.

2.3 Following this stage, if the student is not prepared to accept the final decision, they have the right to take the matter up with the Awarding Body.

Initial Screening for Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy, Procedure being introduced/renewed.

PART ONE: INITIAL SCREENING

<p>Name of policy/Plan/Procedure being assessed: Appeals policy and procedure (assessment / grading)</p> <p>Is this a new or existing policy/function? Existing <input checked="" type="checkbox"/> New <input type="checkbox"/></p>	<p>Name of manager/group carrying out the assessment: Gael Atherton</p>
<p>1. In which of the listed areas could the new/amended policy, plan or procedure have an impact? These areas follow the College SES</p> <p>NB: This could be positive as well as negative. (please tick box)</p>	<p><input type="checkbox"/> Gender <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Race and Ethnicity <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Disability <input checked="" type="checkbox"/> <input type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Age <input checked="" type="checkbox"/> <input type="checkbox"/> Religion/belief <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Socio-Economic <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Pregnancy/Maternity <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> None expected</p> <p><input type="checkbox"/> Marriage/Civil Partnership <input checked="" type="checkbox"/></p>
<p>2. What are the risks of introducing this change to any of the above groups?</p>	<p>Discrimination may be made on assessment decisions against any group. The policy will record any instances of academic appeal in order to monitor. Exam board standards are rigorously maintained at the college</p>
<p>3. What are the expected benefits of introducing this change to any of the above groups?</p>	<p>None</p>
<p>4. Are there any areas or issues that could impact on the safety of staff or learners?</p>	<p>None</p>
<p>5. What evidence do you have for the listed areas.</p>	<p>None</p>
<p>6. Is this policy/plan/procedure deemed to have a of High, Medium or Low risk?</p>	<p>Low</p>
<p>7. Is there any further action to be taken as a result of completing this screening form? <i>For example, a need to complete a full Equality Impact Assessment or to set the date of a review.</i></p> <p>Monitor appeals</p>	<p>Is a full screening Impact Assessment required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please move to complete Part 2 overleaf</p> <p>Date of review: 2 years</p>
<p>Signed (completing Officer) Gael Atherton</p> <p>Job Title: Vice Principal Curriculum and Quality Standards</p>	<p>Date of completion of Impact Assessment: 31st October 2016</p>

This document should be securely stored with the relevant policy/procedure