

# East Durham College

## Procedure Document

<b>Procedure Number</b>	5.1.1
<b>Procedure Grouping</b>	Quality - 5
<b>Procedure Document Title</b>	Appeals Against Assessment Decisions Procedure
<b>Author / Reviser / Owner</b>	Mandy Sert / Ellen Fishwick
<b>Date of Current Version</b>	January 2021
<b>Review Date</b>	January 2023

<b>Impact Assessed</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
------------------------	---	-----------------------------

Approved by	Committee	Date
CMG	College Management Group	20 January 2021

### Document Control

This document is issued and controlled by Quality & Standards and may only be modified by the designated group after proposed modifications have been accepted by the College Management Group

The latest version of the procedure will be maintained on the College Extranet

# Procedure Document 5.1.1

## Appeals against Assessment Decisions



### Scope

All internal assessed qualifications.

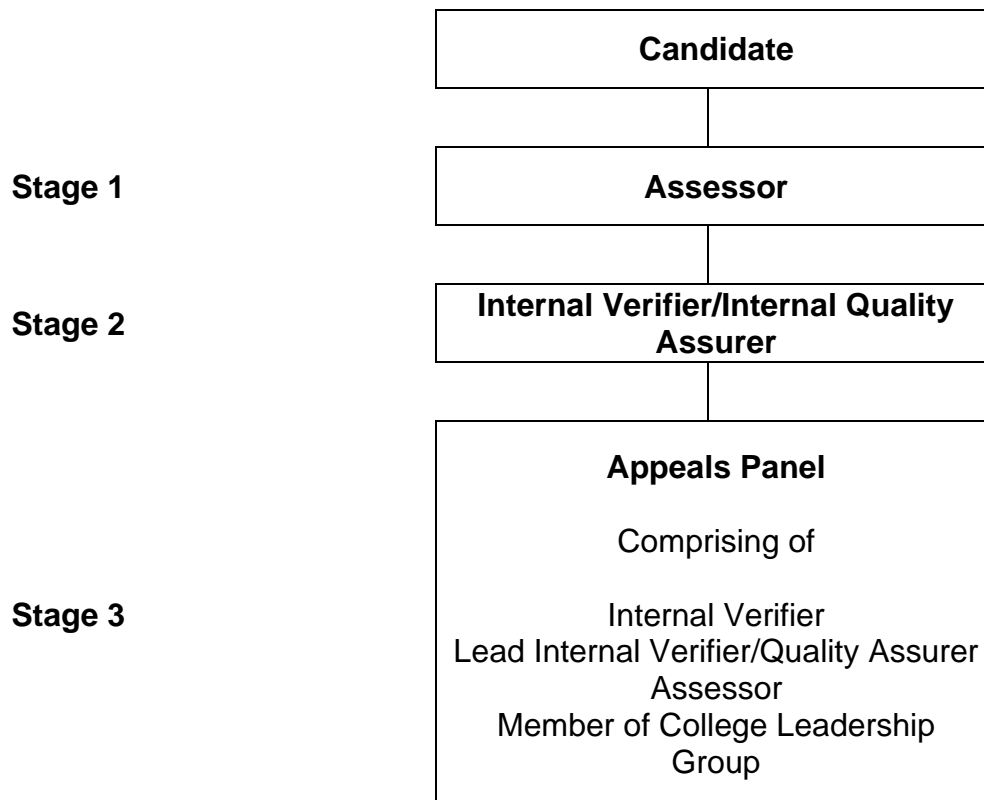
### Comment

Higher Education Programmes will access the appeals procedure laid down by the awarding body.  
All Programmes will access the appeals procedure laid down by the awarding body

Learners should be informed of the appeals procedure at induction and this information should be available verbally and in writing. Students requiring alternative formats of the appeals procedure can request it through any member of staff.

### Statement of Procedure

#### Internal Appeals



# Procedure Document 5.1.1

## Appeals against Assessment Decisions



### Stage 1

Students requiring support reading the appeals procedure or require a version in an alternative form, can do so through their tutor.

Where a student disagrees with the assessment given, he/she must explain the reasons for this with the assessor concerned as soon as possible after receiving the assessment decision (in most circumstances this will be immediately after the assessment decision).

The assessor must consider this and provide clear feedback on the decision following a re-evaluation of the evidence and discussion. A response must be provided within five working days. Stage 1 of the candidate appeal form must be completed and the student's assessment record amended if appropriate. Agreement at this stage ends the appeal process.

### Stage 2

If the student is still unhappy with the decision, the assessor must notify the Internal Verifier/Quality Assurer within two days of the end of the Stage 1 process and forward the original assessment record, evidence and appeal form. The Internal Verifier/Quality Assurer will examine the evidence including the opinion of another assessor and candidate.

The Internal Verifier/Quality Assurer will then re-consider the assessment decision, complete Stage 2 of the appeal form and provide the student with the re-considered decision within 10 working days of receiving the appeal. With no agreement at this stage, the process would then go to a panel.

### Stage 3

At this stage the Internal Verifier would forward relevant details to the Lead Verifier / Quality Assurer / Assistant Principal who must then convene a full Appeals Panel within 10 working days of the completion of the Stage 2 process. This panel would comprise of the Lead Verifier, Internal Verifier, Member of College Leadership Group and Assessor. Records of all appeals must be logged and available to the External Verifier/Quality Assurer. If the College Leadership Group Member deems it necessary, the External Verifier will be called upon.

This decision would then be final and the student informed within a further five working days, both verbally and in writing. The student, however, still has the right of appeal to the awarding body and all records of appeals are logged as evidence.

## Supporting Documents and Records

- Appeals Log
- Candidate Appeal
- Awarding Body Appeals Procedure

***Please feedback to Quality & Standards any constructive suggestions on how any aspect of the procedure may be clarified or improve***





# East Durham College

## CANDIDATE APPEAL

Name of Candidate: .....

Name of Assessor: .....

Name of Internal Verifier: .....

Date of Assessment: .....

Unit(s) Assessed: .....

<b>Stage 1: Assessor's Comments</b>			
Assessment Details / Criteria			
Candidate's Reasons for Appeal			
Candidate Signature:		Date:	
Assessor Signature:		Date:	

<b>Assessors Decision</b>			
Date appeal received:		Date replied:	
Name:		Signature:	

**Stage 2: Quality Assurer's Comments**

--	--	--	--

Date appeal received:

--

Date replied:

--

Name:

--

Signature:

--

**Stage 3: Appeal Panel's Comments**

--	--	--	--

Date appeal received:

--

Date replied:

--

Name:

--

Signature:

--

**Entered into Appeals Record Log?****Yes** **No** 

Date appeal received:

--

Date replied:

--

Name:

--

Signature:

--