

Policy Review

This procedure will be reviewed in full annually

The procedure was last reviewed and agreed by Adam Russell, Head of Quality on 16th July 2018.

It is due for review in July 2019

Assessment Appeals Procedure

This document explains that procedure you need to follow if you do not agree with an assessment decision on your work and wish to appeal against it.

Stage 1

If you disagree with an assessment, you should first examine carefully the standards or criteria upon which the assessment was based.

If you then still feel that the assessment decision is wrong or unfair, you should discuss your reasons with the assessor concerned immediately. The assessor will consider your reasons and look again at what you did for the assessment. You will be given a clear explanation in writing within 5 working days. This will either be a new decision or confirmation of the original decision. If you agree with this explanation, the appeal stops at this point.

If you still feel the decision is wrong, you must tell the assessor. Your appeal will then proceed to Stage 2.

Stage 2

Within three working days of the end of Stage 1 you need to lodge an appeal in writing with the internal verifier. Your tutor will be able to give you details of who to contact. Your appeal should give details as to why you feel the assessment decision is wrong or unfair. You should also set out how you have tried to resolve the issue with the assessor.

Your appeal will be recorded and the internal verifier will examine the information supplied by both you and the assessor and reconsider the assessment decision. The internal verifier will contact you within 5 working days to give you the reconsidered assessment decision. If you agree with the reconsidered assessment decision, the appeal stops at this point.

If you are still unhappy with this decision, you have the right to go to an appeals panel and your appeal will proceed to Stage 3.

Stage 3

Candidates have the right to forward their appeal onto the Head of Academy Sofie Boons via sofie.boons@baj.ac.uk. Formal appeals have to be submitted in writing within three working days from receiving the reconsidered assessment decision from the internal verifier. We will acknowledge receipt of your appeal and provide a formal written response after an investigation within five working days.

If the matter is still unresolved the appeal must proceed to stage 4.

Stage 4

If you have gone through all the stages of BAJ's internal assessment appeals procedure and remain dissatisfied with the outcome or the way in which we handled your appeal you can:

- appeal to the awarding body

- appeal to SQA Accreditation/City and Guilds Accreditation, Ofqual or Qualifications Wales (as appropriate) if you feel that the centre and/or the awarding body has not dealt with your appeal appropriately

SQA Accreditation, City and Guilds Accreditation, Ofqual or Qualifications Wales (as appropriate) cannot overturn assessment decisions or academic judgements but may investigate the effectiveness of the centre and/or SQA's appeals process and require corrective action.