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# **VLUK ASSESSMENT DECISIONS APPEALS POLICY 2022-2023**

## **1. PURPOSE**

To ensure that the VLUK Internal Assessment Policy and Procedures is applied fairly and consistently to provide learners with a clear framework within which they can appeal against assessment decisions.

## **2. POLICY**

VLUK will allow all learners the right of appeal against decisions relating to Internal Assessment of evidence provided against learning outcomes and grading criteria on all programmes where such assessment is required.

## **3. SCOPE**

This policy applies to all learners registered at VLUK. The policy only applies to summative assessments i.e. those that contribute directly to achieving the learner's qualification and/or contribute to the grades assessed for the qualification. In all cases, reference against the Awarding Organisation policy must be consulted alongside this document.

## **4. RESPONSIBILITY**

The Director of Quality (DoQ) is accountable for the management of the policy.

All members of staff and all learners are responsible for the effective operation and implementation of the policy and procedure.

DoQ is responsible for the operation, evaluation and review of the policy and procedure.

DoQ is responsible for the advocacy and support of the learner.

Individual tutors are responsible for ensuring that learners are familiar with this policy and procedure.

## **5. PROCEDURE**

The procedure for appeals against assessment decisions can be found in the VLUK procedures [folder](#) (Click Link) and is below:

### **PROCEDURE: STUDENT APPEALS AGAINST ASSESSMENT OUTCOMES**

#### **Introduction**

This procedure outlines the stages involved when a student feels that a grading decision about their work is unfair and they wish to make an appeal to challenge it. The procedure covers work marked/assessed by VLUK tutors which form part of your overall assessment

grade. As a learner at VLUK, if you wish to appeal against a grade you have been awarded, please use the following procedure. It is designed to ensure that you and other students are treated fairly. There are people at VLUK who will help and support you as shown below. Your parent/guardian or a friend/representative is welcome to accompany you to any meetings at any stage of the following process.

## **Stage 1:**

In the first instance, talk to the tutor directly involved with the assessment decision. Often concerns about grading can be resolved easily when the issues are talked through.

## **Stage 2:**

If Stage 1 is not successful or not possible, contact the VLUK Head of Campus. They will attempt to resolve the concern. This may involve the Head of Campus or an independent person re-marking your work. At this stage, details of the appeal will be recorded by the Head of Campus for monitoring purposes.

## **Stage 3:**

If you are not satisfied with the outcome of Stage 2 you must complete the stage 3 form and submit to the ~~appointment~~ DoQ ([liam.doherty@vluk.org](mailto:liam.doherty@vluk.org)) to discuss your appeal. The DoQ will consider the case and may decide to seek further independent advice, or may choose to hold a panel to discuss the appeal.

In normal circumstances VLUK would expect any appeal to begin within two weeks of receipt of their work from the tutor.

All appeals will be dealt with speedily and in confidence. At Stage 1, appeals will be dealt with within 3 working days, at Stage 2 within 5 working days and at Stage 3, within 10 working days. The outcome of any appeal reaching Stages 2 and 3 will be communicated to students in writing.

Click link to [Stage 2 and 3 Form](#): This template can be found in the VLUK Policies and Procedures folder>Student Appeals.

## **Stage 4:**

If you are not satisfied with the outcome of your appeal, or feel that the correct procedure has not been followed, you should make a final in writing to the VLUK COO within 5 days of the outcome from Stage 3, stating clearly the grounds of the appeal.

The COO may ask the learner, who may be accompanied by a parent/guardian/friend/representative, to attend in person to hear the decision. The result will be confirmed in writing to the learner within 5 working days of the decision being finalised.

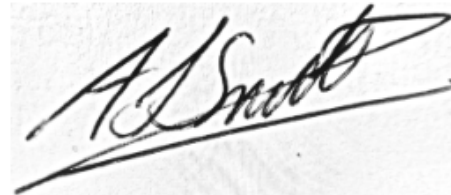
## **Stage 5:**

A final right to appeal exists through The Awarding Organisation for the qualification. All Awarding bodies expect most enquiries or appeals from individual learners to be resolved within the centre and will only consider an individual learner's enquiry or appeal after the centre's internal enquiries or appeals procedures have been fully utilised. Where a learner remains dissatisfied following internal enquiries or appeals policy they are advised to make an enquiry or appeal.

Further details of an AO's appeals procedure can be found on their website.



CEO



Chair of Governors