

Title	FE Examinations Internal Assessment Appeals Policy		
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Author:	FE Examinations Officer		
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Approved by:	FE Academic Committee	Date:	June 2015
Date to be reviewed:	September 2018		

The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

CCAD College Policy for Assessment Decisions

Under Section 2, paragraph 19 (ix) of the Joint Council Code of Practice, the Awarding Bodies require centres offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions that contribute to summative assessment
- make this document available and accessible to candidates

Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

1. The candidate will have produced work for internal assessment that has been authenticated as original work according to the Joint Council document issued in September to all examination candidates.
2. In September, all candidates are given written advice about the production of internally assessed work that contributes to summative assessment and deadlines to be met. Information about the appeals procedure will be given in the same advice.
3. All candidates are given adequate and appropriate time to produce the required work.
4. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
5. The consistency of the internal assessment is secured via a mark scheme or marking criteria and internal standardisation activities as necessary.
6. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation will attend any training sessions given by the Awarding Bodies.
7. The Awarding Body must moderate the assessed coursework and the final mark awarded is that of the Awarding Body. This mark is outside the control of the College and is not covered by this procedure.

Appeals Procedure

1. The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgements themselves.
2. In the first instance the student should raise any concerns about their assessment decision with the Lecturer, no later than the last timetabled examination in that series.
3. If the student remains concerned having spoken to their Lecturer they should contact their Programme Leader or Student Support Advisor.

4. The Programme Leader or Student Support Advisor will ask the student to make a written appeal which will be submitted to the FE Examinations Officer. The grounds for the appeal must be clearly stated.
5. On receipt of the written appeal the FE Examinations Officer will ask the Head of FE to lead an enquiry to investigate the stated concerns. The enquiry will be completed within 10 working days. On completion the written findings will be sent to the student.
6. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
7. If the student is satisfied with the findings no further action will be taken. However if the student remains unsatisfied with the findings then a **final** appeal can be made. The appeal must be sent to the Head of FE (within a week of receiving the written findings). The grounds for the appeal must be clearly stated. Once received by the Head of FE an appeals panel will be convened within ten working days.
8. The final appeal will be considered by the **Appeals Panel**. The panel will consist of the Head of FE, a member of the Quality Team and another appropriate member of staff. The candidate, who will be asked to attend, can be supported by a parent/carer or friend.
9. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. Written confirmation of the panel findings will be provided within three working days.
10. The outcome of the appeal will be made known to the Principal. A written record will be kept and made available to the awarding body upon request. Should the appeal bring up any irregularity in procedures to light, the awarding body will be informed.

