

Appeals Against Assessment Decisions Policy



Trustee Owner	Andrew Counsell
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Related documents	Assessment Policy Internal Verification Policy Malpractice or Maladministration Policy Assessment Policy Recognition of Prior Learning Policy

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Andrew Counsell	18/07/22

Purpose

Newton Rigg Ltd recognises assessment decisions affect people's lives and career options. The potential for mistakes by assessors will always exist. Therefore, if a student feels strongly that they are the recipient of an error in an assessment decision they must have a right to appeal. Such appeals need to be dealt with fairly and effectively, and in-house whenever possible, without recourse to the awarding body.

This policy is designed to provide guidance to tutors, instructors, assessors, moderators and students regarding how we deal effectively with appeals against assessment decisions.

Scope

This policy applies to all tutors, instructors, assessors, moderators and students.

Newton Rigg Ltd staff and or its representatives are responsible for the maintenance, review and improvement of this policy.

The Appeals against Assessment Process

It is the intention of Newton Rigg Ltd that the assessment process will be transparent, fair and just for all learners.

All learners have the right to appeal against any assessment decision.

Any learner may appeal against an assessment decisions if you feel:

- That you have been treated unfairly
- The assessment decision to be wrong or invalid
- The assessment process to be unfair or wrongly carried out

- The assessment or teaching methods to be inappropriate
- The assessment process to be unreliable or inconsistent
- The course work and content not meeting the course outline

A copy of this policy is displayed on our website at www.nrtraining.co.uk/policies.

This policy will be discussed during induction.

Written records will be kept of all appeals.

At any stage a learner can seek the support of an advocate or friend to assist with an appeal.

The stages of the process follow:

Stage 1 In the first instance you should discuss your concerns with your tutor. Your tutor will reply to your concerns within five working days. The decision will be given both verbally and in writing.

Stage 2 If unable to resolve your appeal or complaint informally you can appeal in writing to the Programme Manager at Newton Rigg Ltd. Your appeal will be investigated, assessed and a decision will be given to you in writing within 14 days.

Stage 3 If you are still not satisfied with the result of your appeal, you can request for your appeal to be forwarded to an Appeals Committee. The Committee will consist of the organisation's Education and Training Manager, a Programme manager from a different curriculum area and a Trustee. The Committee will respond to your appeal in writing within 4 weeks. The result of the Appeals Committee is final.