

LIPA
SIXTH FORM
COLLEGE

Appeals Policy

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Document Version History

Version	Date	Ref	Change Summary
1.0			New Policy.
1.1	August 2018		Reviewed.

Appeals Policy

Principles

LIPA Sixth Form College is committed to achieving the highest of professional standards based on impartial, reliable and valid assessment judgements when assessing a student's work submitted for the purpose of accreditation towards a qualification.

Whilst we endeavour to execute our responsibilities with openness and fairness there may be incidents when assessment decisions are questioned. The purpose of this policy is to acknowledge the rights of all students who feel disadvantaged by an assessment decision and clearly identify the process of appeal. Nothing in this policy shall diminish the rights of any student to appeal under awarding bodies own appeals procedures.

Aims

- 1 To identify the appeal process that students can take if they feel that they have been unduly disadvantaged by an assessment decision made by a member of staff.
- 2 To identify the roles and responsibilities of key personnel involved in the appeal process
- 3 To establish the protocols and timeframes involved in the appeal process both internally and externally when such an external process exists.

Practice

- 1 In order to prevent a situation arising in which a students may feel unfairly disadvantaged by an assessment mark it is encouraged that where possible assessment criterion, dates and deadlines relating to an assessment should be made clear to all students. In particular the requirements of examining bodies relating to acknowledgement of work should be made very clear to all students.
- 2 Staff should take steps where possible to explain to the students the reasons behind the assessment grade(s) without prejudicing the integrity of the assessment grade(s) of other students or invalidating the assessment itself, therefore obviating the need for an appeal.
- 3 If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the examinations officer, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.
- 4 The Examinations Officer is in overall charge of managing appeals relating to internal assessments. If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:
 - The appeal should be made in writing to the exams officer stating the details of the complaint and the reasons for the appeal.

- The appeal must be submitted before the end of the third week in April of the year in which the written examinations are taken.
 - The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the examinations officer; a copy will be given to the candidate.
 - If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
 - The appeals panel will consist of the Exams Officer and two of the Following – The Director of LIPA Sixth Form, the Inclusion Manager, and a further member of the SLT.
 - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
 - The candidate will be given at least two days notice of the hearing date.
 - A breakdown of the grades awarded will be given to the candidate in advance of the appeal.
 - The candidate may bring a parent/guardian to the hearing.
 - The teacher(s) involved will be present at the hearing.
 - The Exams Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
 - The school will maintain a written record of all appeals.
 - The school will inform the Examination Boards of any change to an internally assessed mark as a result of an appeal.
- 5 If a student still considers that a decision made by the School continues to disadvantage him or her even after the outcome of the internal appeals procedure, then the examination officer can give him or her advice on how to appeal to the relevant awarding body.
- 6 When an external appeal is submitted at the request of a student and after the internal appeals decision has been made, there may be some financial cost incurred by the student.