

Controlled Assessment Appeals by Candidates Policy

Produced by:	<u>K Uppal</u>
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BHA should provide fair assessments. If you think an assessment is unfair you can appeal. We have a special appeals procedure which includes:

- A formal system of recording appeals
- Prompt responses within clearly stated times
- Stages that give all parties the opportunity to put their case
- Clear outcomes at each stage
- Constructive feedback to you, the candidate

The Appeals Procedure has three stages

Stage 1 Assessor and Candidate 5 working days

If you disagree with an assessment you must discuss your reasons with the assessor concerned as soon as possible. Normally this will be immediately after you receive the assessment decision. If this is not convenient, you should arrange an appointment with the assessor.

The assessor will consider your reasons and look again at what you did for your assessment. He or she must then give you an immediate response, which must be;

- a) a clear explanation backed up in writing of the assessment decision and
- b) a new decision or confirmation of the original decision

If you agree with the assessor's response then the appeal stops at that point.

You must tell the assessor if you are still unhappy with the decision, and your appeal will go to Stage 2.

Stage 2 Line Manager 5 working days

If you are still dissatisfied after Stage 1, the assessor will give the Line Manager the following information within 24 hours of the appeal reaching Stage 2:

- a) the original assessment record and candidate's evidence where appropriate
- b) the written explanation and confirmation of the assessment decision

The Line Manager will reconsider the assessment decision taking into account the following:-

- a) The candidate's reason for appeal
- b) The candidate's evidence and associated records
- c) The assessor's reason for the decision
- d) The opinion of another assessor from the centre

The Line Manager will then give you the reconsidered decision in writing within 5 working days of receiving the appeal.

You must tell the Line Manager if you are still unhappy with the reconsidered assessment decision. The appeal will then go to Stage 3.

Stage 3 Senior Management 5 working days

If you are still dissatisfied with the decision after Stage 2 you have the right to appeal to the Vice Principal.

The Line Manager who acted at Stage 2 will pass the following details to the Vice Principal within 24 hours of reaching Stage 3:

- a) the written explanation and confirmation of the assessment decision
- b) assessment record sheet(s)
- c) any written comments of the Line Manager

You will be asked if you wish to speak to the Vice Principal, or you may be represented or accompanied by a parent, guardian or friend or make a written submission. The assessor who made the original decision will be asked to meet the Vice Principal to answer any questions.

The matter will be discussed in private at Senior Management level and the decision will be given to you in writing within 5 working days of the meeting. At the same time the decision will also be given to the assessor, recorded and kept with all documents relating to the appeal.

These records should be retained and made available to the examination board if necessary. The examination board is not part of the Appeals procedure as this is an internal issue for a centre.

The decision made at Stage 3 is FINAL.

Candidate's Signature : -----

Programme Leader's Signature : -----

Vice Principal's Signature : -----

Principal's Signature : -----