

INTERNAL ASSESSMENT APPEALS (ACADEMY/FREE SCHOOL) POLICY

Effective Date: 1 September 2012
Last Reviewed: 10 November 2014
Reviewed By: Carrie Matthews
Next Review Date: 1 September 2015
Version: 2

Ratification

10/11/14

Internal Assessment Appeals Policy

1. Scope

This policy applies to all staff and students/learners of Barnfield Academies and Free Schools.

2. Context

Whenever students/learners are assessed they should be given clear guidance on assessment criteria and comprehensive feedback on their performance related to those criteria. If this is provided, dissatisfaction is less likely to occur and the need to involve a formal appeals procedure will be largely avoided.

3. Aims

It is the policy of the Academy to allow students/learners an opportunity to appeal against any assessment decision where they feel that the assessment procedures have not been properly conducted or where they believe that the decision is unfair. This applies whether the assessment event or decision is:

- formative or summative
- graded or ungraded
- made by an individual assessor or a course team with or without internal verification.

All efforts should be made to resolve problems using the Informal Procedure described in Stage 1 in order to avoid the need to involve the Formal Procedure described in Stage 2.

4. Statutory Position

The Human Rights Act 1998 applies to the operation of this policy.

5. Roles and Responsibilities

- 5.1 The Board of Directors are responsible for ensuring that the Academy complies with legislation, and that this plan and any related procedures and action plans are implemented.
- 5.2 The Principal is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action.
- 5.3 Day to day responsibility for co-ordinating and implementing this policy is with the Academy Principal.
- 5.4 All staff/others are expected to adhere to this policy as required by the Barnfield Code of Conduct.

6. Monitoring and Review

6.1 This policy will be reviewed annually.

6.2 Its outcomes will be assessed through monitoring the Annual Development Plan (ADP).

6.3 Its impact and effectiveness will be judged in terms of the positive benefits and any negative consequences arising from its implementation.

7. Dissemination

7.1 All policies that need to be conveyed to students/learners, staff and families will be available on the Academy's website.

7.2 Staff will be informed about policies during induction and through on-going in-service training.

7.3 Those policies that are important for students/learners to be aware of will be promoted through the Student Council and other routes such as Citizenship classes. Key messages from policies will be prominent in the Academy e.g. using displays.

8. Actions to Implement and Develop Policy

Informal Procedure – Stage 1

Any student wishing to question an assessment decision should bring the matter to the attention of the Course Leader or assessor as quickly as possible and certainly within one working week of receiving the assessment decision.

If the assessment decision results from a team acting jointly the Course Leader should attempt to explain the decision to the student.

If an individual has made the assessment, then the assessor and the student should discuss the matter.

If agreement cannot be readily reached, the assessor should bring the situation to the attention of the Course Leader who should arrange for a second assessment of the permanent evidence (script, report, recording, artefact, etc)

In consultation with the student and in light of any additional opinion obtained, a decision may be made to:

- (i) Accept the original decision.
- (ii) Modify the decision.
- (iii) Re-assess the student practically or verbally.

This should take place within two weeks of the original decision being questioned. If having completed all the above, the student believes that there are still grounds for appeal then the Course Leader should be informed in writing and the formal procedure described in Stage 2 should be invoked.

Informal Procedure – Stage 2

On receiving written notice of the appeal from the student, the Course Leader and

the student should complete Section 1 of the Candidate Appeal Form (CA1), the Course Leader assisting the student as necessary.

Within one working week the Course Leader will convene an Appeals Panel. The Panel shall consist of at least three people and should include a member of staff external to the Faculty and nominated by the Principal.

The Panel shall meet to review the evidence available, consider whether further information is required and act accordingly. The following should be included if appropriate:

- (i) The permanent evidence of assessment.
- (ii) Section 1 of form CA1.
- (iii) Evidence from a second assessor.
- (iv) Evidence from an internal verifier.

When all necessary information is assembled the panel will meet to consider the case. All information will be provided to the parties prior to the hearing. No new documentary evidence will be accepted subsequently unless it is agreed by all parties. The student and the assessor or Course Leader will be invited to attend the purposes of presenting or clarifying evidence. The student may be accompanied by a friend if necessary.

The panel must reach a decision within three working weeks of the notice of appeal and inform the candidate both orally and in writing.

Section 2 of the form CA1 will be completed by the Panel Chairperson.

Records of the appeal are to be retained on the course file and made available to the External Verifier or Moderator. The decision of the panel is subject only to External Verification or Moderation.

Note: In the above-mentioned procedure a more senior member of staff should replace the Course Leader if he/she is also the person responsible for an individual assessment which is in dispute.

INTERNAL ASSESSMENT APPEALS – CA1 Form

Candidate Appeal

Name of candidate:

Name of assessor:

Name of internal verifier:

Date of assessment:

Module/Unit(s) assessed:

Section1: Assessor's comments

Assessment details:

Candidate's reason for appeal:

Candidate's signature: Date:

Assessor's signature: Date:

Assessor decision

Date appeal received: Date of Reply:

Name: Signature:

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Section 2: Internal verifier's comments if relevant

Date appeal received: Date of Reply:

Name: Signature:

Section 3: Appeals Panel's comments

Date appeal received: Date of Reply:

Name: Signature:

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Name of internal verifier:

Date of assessment:

Module/Unit(s) assessed:

Section1: Assessor's comments

Assessment details:

Candidate's reason for appeal:

Candidate's signature: Date:

Assessor's signature: Date:

Assessor decision

Date appeal received: Date of Reply:

Name: Signature:

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Section 2: Internal verifier's comments if relevant

Date appeal received: Date of Reply:

Name: Signature:

Section 3: Appeals Panel's comments

Date appeal received: Date of Reply:

Name: Signature: