

# ABP Appeals Policy

## 1. Introduction

All students of ABP are allowed to challenge the outcome of their assessment/assignments at the level of unit/module competence, if they consider that the assessment has not been carried out appropriately. This policy document specifies the standard arrangements for dealing with assessment/assignments queries. The aim of this document is to formalise these arrangements so that a common procedure can be applied throughout ABP. In the event of a conflict arising between a member of staff and a learner regarding a particular assessment/assignment the following procedure should be implemented.

## 2. Appeals Against Internal Assessment of Work: For External Qualifications

ABP is committed to ensuring that whenever their staff assesses learners' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments/Examinations are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. ABP is committed to ensuring that assessment evidence provided by learners is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a learner feels that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure.

## 3. Appeals Procedure

Appeals should be made as early as possible regardless of the number of assessments to follow or stage in the calendar year.

After work has been assessed and moderated internally, it is moderated externally by External Quality Assessors to ensure consistency between internal assessors. Such moderation frequently changes the marks awarded for internally assessed work.

### 3.1 Internal Process

3.1.1 Sometimes a learner does not agree with the coursework marks awarded by a tutor. If the disagreement cannot be resolved by initial discussion between the tutor and the learner concerned, then the learner may appeal directly to ABP's Head of Curriculum and Quality Management who will put into action the agreed appeals process.

3.1.2 The internal Appeals Procedure involves the following 3 stages:

#### 3.1.2.1 Stage 1:

3.1.2.1.1 Within 7 working days of the assessment being returned, the student should approach the member of staff who assessed the work and discuss the assessment. The tutor will review the assessment with the student against the assessment criteria available and complete a review, a copy is then given to the Candidate and a copy is then held by the personal tutor.

### 3.1.2.2 Stage 2:

- 3.1.2.2.1 If the student is still not happy with the grade that he/she is given, Stage 2 should be invoked at the conclusion of the tutor review and Form AP1 completed. At this stage the student must sign the form to state that they are aware of the Appeals Policy and has been given a copy of it.
- 3.1.2.2.1.1 The appeal should be made in writing to the Curriculum/Programme Leader stating the details of the issue and the reasons for the appeal using the AP1 form.
- 3.1.2.2.1.2 The appeal must be submitted within 14 days of the assessment being returned from Stage 1.
- 3.1.2.2.1.3 Where the Curriculum/Programme Leader is also the IQA then the appeal should be made to the ABP's Governing Body.
- 3.1.2.2.1.4 The course tutor involved in the assessment will be given a copy of the AP1 form and will be given the opportunity to respond.
- 3.1.2.2.1.5 The assessment undertaken by the student will be requested at this point. This should be photocopied and all marks and comments made by the assessor removed.
- 3.1.2.2.1.6 An alternative assessor will be nominated by the ABP Governing Body to re-assess the work. All assessment criteria involved with the work must be available. The second assessor will re-assess the work and submit a grade. The re-assessment will be discussed with the Course Tutor.
- 3.1.2.2.1.7 The student will be presented with the results of this re-assessment by the Curriculum/Programme Leader within fourteen days of the submission of Form AP1.
- 3.1.2.2.1.8 In the event of the student not accepting the re-assessment decision, they will be informed of their rights to proceed to Stage 3 of the Appeals Procedure.

### 3.1.2.3 Stage 3:

- 3.1.2.3.1 The Curriculum/Programme Leader and the ABP Governing Body will meet as a Panel to review the two assessments, together with any reports from the Course Leader and internal verifiers/assessors.
- 3.1.2.3.2 The Panel may request to see the student and the assessors involved in the marking procedures. If this is the case, they should be given 5 working days' notice of the Panel Hearing and the student should be given copies of marked assignments prior to the Panel Hearing.
- 3.1.2.3.3 The student will be informed of the outcome within seven working days, in the presence of the Curriculum Leader and ABP Governing Body. The student will be given details of the next stage of the appeals process if required.
- 3.1.2.3.4 The decision of the Panel will be final and binding upon ABP and the learner concerned.

Appeals Form		
1. About You		
Full name		
Learner ID		
Qualification		
Assessment Number		
Address for Correspondence		
Tel	Mobile	Email
2. About Your Appeal		
a) Please state the decision against which you are appealing:		
b) Please tick the box(es) below to indicate on what grounds you are appealing:		
i) There exists or existed circumstances affecting your performance of which, for good reason the course tutor and/or assessment board may not have been aware when the decision was taken, and which might have had a material effect on the decision.  Please indicate here, and provide supporting documentation, why this information was not made available to your course tutor and/or assessment board prior to the decision being made (continue on a separate sheet if necessary):		
ii) There has been a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study such as to cause significant doubt as to whether the decision might have been different if the error or irregularity had not occurred.		
iii) There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.		
c) Please give details of your appeal here, including the date of the matter under appeal arising and your desired outcome (continue on a separate sheet if necessary)		
d) Please indicate what supporting documentation you are submitting in support of your appeal (e. g. medical certificate) and attach it to a hard-copy of this form, duly signed.		

e) Please outline any steps that you have already taken to address the issues raised in your appeal informally within your curriculum area (please include the names of staff with whom you have been in contact and attach any correspondence that you have had with them). If you have not contacted the curriculum leader for your area informally please provide the reason why.	

Declaration:

I declare that the information given in this form is true.

Signed:

Date:

Note: In order to consider your appeal fully, ABP will need to disclose the appeal to members of staff whose input may be required.