

Further Education (FE) and Work Based Learning (WBL) Appeals against Assessment Decisions Policy

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Date approved: 21 September 2018
 Approved by: SMT
 Responsible Manager (s): Director Quality and Standards
 Executive Lead: Vice Principal Quality and Curriculum

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with:

Date:

• SMT	Yes	September 2018
• AMT	Yes*	August 2018
• CCMT	No*	
• Students	No*	
• Employee representatives (<i>HR policies only</i>)	NA*	
• Other	NA*	

** please delete as appropriate*

Policy review frequency, normally: every two years

(Please delete as appropriate)

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Policy

1. Scope and Purpose

This policy applies to all students at Blackpool and The Fylde College (B&FC) studying Further Education (FE) programmes, apprenticeships and Work Based Learning (WBL).

Higher Education (HE) students are covered separately through the HE academic regulations and includes all higher and degree apprenticeships. Higher Education students should in the first instance refer to the B&FC Taught Award regulations Part B9 for further information www.blackpool.ac.uk/he-regulations

The purpose of this policy is to ensure that an appeal against an assessment decision and outcome, which has been raised, is considered in an equitable, open and timely manner. B&FC aims to resolve such appeals at the earliest possible stage within the procedure.

2. Policy Statement

B&FC is committed to ensuring that every student is given the opportunity to appeal against assessment decisions if they believe they have reasonable justification to do so.

B&FC will support students in their appeals to external awarding bodies, where B&FC believes there are grounds to do so.

As complaints and appeals against assessment decisions differ, it should be identified if the issue raised is an appeal against assessment decision or is actually a complaint which is considered under a different procedure.

The College operates a staged procedure (see Further Education and Work Based Learning Appeals against Assessment Decisions Procedure for further information) www.blackpool.ac.uk/college-policies

3. Accountability

- The Director of Quality and Standards is responsible for ensuring that the policy and procedure is up to date and published on the B&FC website
- All curriculum staff are responsible for adhering to and ensuring the requirements set out in this policy are followed
- Heads of Curriculum/Operations managers are responsible for ensuring that all assessment processes are carried out in their curriculum areas and that this appeal process, when conducted, is carried out fairly

4. Student Involvement

Students will be the main users of this policy and thus involved throughout its implementation. The policy is available for students to access on Moodle and the B&FC website www.blackpool.ac.uk/college-policies.

5. Linked Policies and Procedures

5.1 Linked Policies

- Complaints, Compliments and Feedback Policy

5.2 Linked Procedures

- Further Education and Work Based Learning Appeals against Assessment Decisions Procedure
- Awarding body specific guidance
- B&FC Higher Education Taught Award regulations Part B9
www.blackpool.ac.uk/he-regulations
- Complaints, Compliments and Feedback procedure

7. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: FE and WBL Appeals against Assessment Decisions Policy Author and Date: Director of Quality and Standards August 2018	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate Expected Implementation Date: Sept 2018 What is the review date? August 2020
Equality and Diversity. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	All students will be supported by provided Assessors to ensure they all have the same opportunities.
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	
Is this policy of a high/medium or low risk? :	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low