

Pupil Appeals Policy

November 2020

Policy/Statement: Pupil Appeals Policy	Responsibility: MMO	Date Agreed: November 2020 Review Date: November 2021
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To be used with the following policies: Assessment Policy Fair Assessment Policy	Named Responsibilities:
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1 Aims

This policy addresses the situation(s) where pupils may wish to appeal against a grade they have received for a qualification and aims to establish the process for appeal.

2 Policy Statement

All pupils at NEDSC have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

3 Appeals Process

If any student wishes to appeal a decision, they should follow the following procedure within 10 working days of receiving the disputed decision:

- speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal
- the member of staff has a responsibility to explain to the candidate why they received the grade/mark
- if the pupil is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification
- the pupil will be informed of the outcome of the re-marking by letter within 2 weeks of their original appeal.

If the pupil wants to continue the appeal, he/she needs to contact the exams officer, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved.

The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the student. Note that a student must have the support of the centre to be able to appeal against a result.

4 Conflicts of Interest

A conflict of interest in this context can be defined as a situation that has the potential to undermine the impartiality of a tutor, assessor, and internal moderator because of a person's self-interest, professional interest or public interest.

Awarding bodies are required to be aware of any potential conflicts of interest that may impact on the outcomes of internal assessment and ultimately the award of a qualification.

All staff will be made aware of the following examples of potential conflicts of interest, though this list is not exhaustive:

- A member of staff works for a centre and a family member takes a qualification at the same centre
- A member of staff at the centre is completing a qualification delivered and assessed by the centre
- Tutor, assessor or internal moderator working with more than one centre or private training provider
- Tutor, assessor or internal moderator partaking in the appointment, promotion, supervision or evaluation of a person with whom they have family connections with
- A member of centre staff involved in the delivery or outcome of a qualification having a family connection with a registered learner or the learner's family

If aware of a conflict of interest, or the potential for there to be one, staff must make this known as soon as possible to the Headteacher or Assistant Headteacher (Curriculum and Progress). Issues will be dealt with on an individual basis, seeking to remove the conflict of interest and to ensure fair assessment for all candidates.

Pupil Declaration

I have read and understood the appeals policy and procedure. For ASDAN qualifications, a copy of this policy will be kept in my portfolio.

Print Name:	Signature:	Date:
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