ASDAN Appeals Policy

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Springwater School is a space of sanctuary, which recognises and values the diversity of our school community as a rich source which supports the learning of all. We are an inclusive setting and promote tolerance, understanding and equality for all regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership and pregnancy or maternity.

What is included in this policy

Introduction: Purpose and aims

Policy detail

Policy definitions

Policy Reviewer

Policy review schedule

Introduction: Purpose and aims

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* To enable the learner to enquire, question or appeal against an assessment decision
* To attempt to reach agreement between the learner and the assessor at the earliest

opportunity

* To standardise and record any appeal to ensure openness and fairness.
* To facilitate a learner’s ultimate right of appeal to the awarding body, where appropriate
* To protect the interests of all learners and the integrity of the qualification

Policy detail

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**Stage 1 Candidate**

You must speak with your assessor and if an agreement cannot be met you must submit your appeal in writing.

Normally this will be discussed immediately after you receive the assessment decision or within 2

working days. If you are unhappy with the outcome the appeal will be escalated to Stage 2.

**Stage 2 Candidate & Assessor**

The Assessor will consider your reasons and look again at your work. S/he must then give you an

immediate response within 2 working days which must be:

a) a clear explanation backed up with a written confirmation 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 whereupon your appeal will then

be escalated to Stage 3.

**Stage 3 Candidate, Assessor & Internal Verifier**

If you are still dissatisfied after Stage 2, the Assessor will give the Internal Verifier the following

information:

a) the original assessment record and the candidate’s evidence where appropriate

b) the written explanation and confirmation of the assessment decision

The Internal Verifier 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 the Internal Verifier

The Internal Verifier will meet with you and your Assessor and give you the reconsidered decision in

writing within 5 working days of receiving the appeal. If you are unhappy with the outcome the appeal will be escalated to Stage 4.

**Stage 4 Candidate, Internal Verifier & ASDAN Regional Manager**

If you are still dissatisfied with the decision after stage 3 you have the right to ask for advice from the ASDAN Regional Manager

The Internal Verifier who acted at stage 3 will pass the following details to the Regional Manager

within 24 hours of reaching stage 4:

a) the written explanation and confirmation of the assessment decision

b) the assessment record sheet(s)

c) any written comments from the internal verifier

You will be asked if you wish to speak to the regional manager. You may be represented or

accompanied by a parent/ guardian or you may take a written submission. The Assessor who made

the original decision will have a meeting with the line manager to answer any questions.

The matter will be discussed in private at this 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 will be retained and made available to ASDAN if necessary

If you believe your work has been unfairly or inaccurately assessed there is a set procedure that you

must use.

Policy definitions

Springwater, We, Us - Refers to Springwater School staff; the policy author

Colleague(s) - Refers to colleagues directly in the employ of Springwater School

Policy reviewer - The Governing Body of Springwater School

Policy review schedule

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| Review Schedule (years) | 3 |
| Next Review Date | 11/03/2025 |