**CoVid 19 - Appeal against Assessment Decision Procedure**

**Rationale**

The summer examination series for 2020 has been affected by the CoVid 19 pandemic which has resulted in the introduction of Extraordinary Regulatory Framework for the completion of academic and vocational assessments. These procedures have taken account of the following documents:

*Extraordinary Regulatory Framework: General Qualifications – COVID-19 Guidance*

Qualifications Wales, June 2020

*Extraordinary Regulatory Framework: General Qualifications – COVID-19 Conditions and Requirements*

Qualifications Wales, June 2020

Under the above guidance any appeals will be based on these over-riding principles outlined in the Extraordinary Regulatory Framework in Wales for AS, A2, GCSEs and WBQ:

*“There may be some learners who feel that their results from the summer do not properly reflect their ability. We are all focused on making sure learners are not disadvantaged by these unprecedented circumstances including to allow for an appeal where appropriate… Our guidance also makes clear that in relation to calculated results it would not be appropriate to allow appeals relating to the professional judgements of teachers and centres, so long as those judgements are arrived at in line with the procedure agreed with the awarding organisation. This is because, in normal circumstances, the basis for such appeals is whether or not a result is reasonable in light of the application of the criteria set by the awarding organisation to the evidence produced by the learner in an assessment. However, calculated results will not be based on assessments that are marked in line with set criteria and there is therefore no common benchmark or standard against which the merits of a particular result could be judged in a fair manner. In addition, the potential exposure in an appeal process of the proposed mark or rank order provided to an awarding organisation by a centre could lead to undue pressure on teachers and centres”*

*“GQCov5.1*

*In respect of each result that it issues under Condition GQCov3.1, an awarding body must establish, maintain and comply with an effective appeals process which provides only for an appeal to the awarding body on the basis (and on no other basis) –*

*(a) that the awarding body did not apply any process or procedures pursuant to Condition GQCov3.2(a)(i) consistently or that such process and procedures were not followed properly and fairly,*

*(b) that the awarding body used the wrong data in applying the process and procedures pursuant to Condition GQCov3.2(a)(i), and*

*(c) that a result generated by applying the process and procedures pursuant to Condition GQCov3.2(a)(i) was incorrectly issued by the awarding body in respect of one or more Learners.”*

*Summer 2020 results for vocational, technical and other qualifications*

OfQual, June 2020

Under the above guidance any appeals will be based on these over-riding principles outlined in the Extraordinary Regulatory Framework in the UK for vocational qualifications:

*“Centres will be able to appeal against results where they feel that the awarding organisation did not apply procedures consistently or that procedures were not followed properly and fairly… Our guidance makes clear that awarding organisations are not obliged to consider appeals submitted by individual learners or their representatives unless that is the only way to secure an effective appeal. Our guidance also makes clear that in relation to calculated results it would not be appropriate to allow appeals relating to the professional judgements of Teachers and Centres, so long as those judgements are arrived at in line with the procedure agreed with the awarding organisation.”*

The appeals procedure set out below applies to learners registered with the College on a qualification which led to a calculated/estimated, adapted or delayed result as defined by the Extraordinary Regulatory Framework. A student appeal about an **actual assessment grade** must follow the College’s Assessment and Appeals Procedure.

**Procedures for Appeal against Assessment**

The characteristics of an appeals structure will include:

* access to a fair and thorough review of the assessment process
* clear and prompt response times
* stages that provide all parties with the opportunity to put forward their case
* clear outcomes
* a formal recording system

Records of all appeals are to be logged and made available as appropriate to:

* The Dean of Quality Improvement
* The Head of Department
* The Examination Officer
* The Awarding Organisation

***At all times the College will conduct the appeal by using the procedures of the relevant awarding organisation. Each awarding organisation will apply time-frames to their appeals processes. Under the procedures of the awarding organisation it may be possible for the learner to appeal directly to the awarding body.***

The College will publish this procedure and will share it with all learners at the start of the Appeals process.

**Stage 1**

**Appeals Panel**

If a learner wishes to appeal their summer 2020 assessment they can apply for this appeal to be reviewed by an Appeals Panel. The Panel will consist of:

The Dean of Quality Improvement

The Head of Quality/Teaching and Learning

A Dean of Faculty (independent of the learner)

The appeal must be based on the grounds listed in the procedures set down by each awarding body. The appeal will be heard and the learner informed of the outcome in line with the procedures of the relevant awarding organisation. This should be recorded using the Outcome of Appeal Panel form. **(Appendix 1).**

There are 2 possible outcomes of the appeals panel:

1. If the appeals panel agrees with the learner’s reason/s for appeal and the appeal is upheld. This outcome is likely to require the College to appeal to the relevant awarding organisation on behalf of the learner.
2. If the appeals panel disagrees with the learner’s reason/s for appeal and the appeal is not upheld, the appeal can progress to the next stage; Stage 2 and be reviewed by the Executive. The learner will be informed of how long they have to apply for this appeal to be heard; this will be a based on the awarding organisation procedures. This will be recorded in the Awarding Organisation Appeals Log (appendix 2).

**Stage 2:**

**Appeal to the Executive**

The appeal will be heard within a period of days based on the awarding organisation procedures.

The appeals panel must reach a decision and inform the learner of the result in writing within a time frame based on the awarding organisation procedures; the learner will be informed of this time frame. The appeal should be recorded using the Outcome of Appeal Panel form. **(Appendix 1).**

There are 2 possible outcomes of the appeals panel:

1. If the appeals panel agrees with the learner’s reason/s for appeal and the appeal is upheld. This outcome is likely to require the College to appeal to the relevant awarding organisation on behalf of the learner. This will be recorded in the Awarding Organisation Appeals Log (appendix 2).
2. If the appeals panel disagrees with the learner’s reason/s for appeal and the appeal is not upheld, the appeal could progress onto Stage 3. If the awarding organisation does not allow for appeals directly from learners, then Stage 2 is the end of the Appeal process.

**Stage 3:**

**Awarding Organisation**

***Stage 3 is dependent on the procedure of the awarding organisation as not all awarding organisations have procedures which allow a learner to appeal directly to them.***

Where the learner disagrees with the decision/s made at Stage 2 and the awarding organisation procedure allows, she/he can appeal to the Awarding Organisation.

**Appendix 1**

**Outcome of Appeal Panel Form**

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| **Names of panel attendees:** |
| **Comments: Stage 1  Date: Stage 2:  Date:** |
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| **Panel decision:** |
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| **Date Appeal received** |  |
| **Date of Reply** |  |
| **Dean of Quality (print)** |  |
| **Dean of Quality signature** |  |
| **Entered into Appeals Log** | Yes / No |

**NB: Dean of Quality Improvement** **to return to learner within specified time frame.**

**Appendix 2**

**Awarding Organisation Appeals Log**

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| **Please supply details of Awarding Organisation** | |
| **Name of Awarding Organisation** |  |
| **Date Awarding Organisation Notified of Appeal** |  |
| **Date of Reply** |  |
| **Outcome of appeal** |  |

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| --- | --- | --- |
| **Date approved:** 19 June 2020 |  | **Responsible Manager:** Dean of QualityImprovement |
| **Approved by:** Quality Standards Board |  | **Executive Lead:** Deputy Principal Curriculum and Standards |
| **Review date:** June 2021 |  | **Accessible to Students**: Yes |