



## Rosehill School

### Appeals Policy Procedures (Accredited Learning)

If a candidate is dissatisfied with an assessment decision made by an assessor, s/he has the right of appeal. The main reasons for an appeal are likely to be:

- The candidate does not understand why the assessment decision has been made because of lack of, or unclear, feedback from the assessor.
- The candidate believes the assessor has missed, misjudged or misinterpreted some of the evidence put forward for assessment.

Where the candidate does not agree with the assessment, the candidate should advise Rosehill staff indicating the points of disagreement with reasons and reference to the evidence in the portfolio. Pupils will be supported to undertake this, considering their communication needs.

There are 3 stages in the appeals procedure and each stage must be completed before proceeding to the next one. All candidates who register an appeal will receive a formal reply.

#### Stage 1

The candidate appeals directly to the assessor who has carried out the assessment by completing the Candidate Appeal Report (Appendix 1.) The assessor will advise the candidate of the decision in writing within 10 working days.

#### Stage 2

If the candidate is not satisfied with the decision made in Stage 1, s/he can proceed to Stage 2 by appealing to the internal verifier (Appendix 2.) All candidate appeals will be acknowledged and investigated to establish facts and evidence supporting the appeal. If an appeal is considered to be justified then remedial action will be taken. The internal verifier will discuss the appeal with the Moderator who will respond within 10 working days of receiving the candidate's appeal.

#### Stage 3

Candidates who have exhausted Stage 1 and Stage 2 and are still not satisfied with the decision may proceed to Stage 3. This appeal must be in writing to the Awarding Body and must be accompanied by copies of all the documentation used in Stage 1 and Stage 2.

The Awarding Body decision will be final.

## Appendix 1: Stage 1

The candidate may use this form to appeal against the outcomes of an assessment decision to the assessor.

Candidate's name:	
Date of assessment:	
Name of assessor (against whose decision the appeal is being made):	

Nature of the Appeal:

Details of Original Assessment Decision:			
Candidate's signature:		Date:	

To be completed by the assessor

Date of meeting:	
Assessor Response:	

Signed:			
Assessor:		Date:	
Candidate:		Date:	

## Appendix 2: Stage 2

The candidate may use this form to appeal against the outcomes of an assessment decision to the internal verifier.

Candidate's name:	
Date of assessment:	
Name of assessor (against whose decision the appeal is being made):	

Nature of the Appeal:

Details of Original Assessment Decision:			
Candidate's signature:		Date:	

To be completed by the internal verifier

Date of meeting:	
Internal Verifier's Response:	

Signed:			
Internal Verifier:		Date:	
Candidate:		Date:	