

## LONDON BROOKES COLLEGE

### Assessment Appeals Policy

#### 1. Definition

- 1.1. For the purpose of this policy, assessment is taken to include all work assessed by LONDON BROOKES COLLEGE which contributes towards external Awarding Body assessment decisions. The Policy does not cover outside public examinations where the examining boards own procedures will apply.

#### 2. Related Policies and Procedures

- 2.1. Assessment Policy
- 2.2. Assessment Appeals Procedure
- 2.3. Assessment Misconduct Policy
- 2.4. Equality and Diversity Policy

#### 3. Rationale

- 3.1. LONDON BROOKES COLLEGE believes that each learner has the right to appeal against an assessment decision if she/he feels that a decision is unfair
- 3.2. LBC is committed to ensuring that learners have equality of opportunity with regard to assessment

#### 4. Core Principles

- 4.1. All assessment must be conducted rigorously and accurately and in accordance with the Assessment Policy and associated procedures
- 4.2. All learners should be aware of their right to appeal against an assessment decision if he/she thinks a decision is unfair
- 4.3. Assessment appeals should be made using the relevant procedure as outlined in the Assessment Appeals Procedure

#### 5. Implementation

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- 5.1. The Senior Management Team are responsible for the overall implementation of this policy
- 5.2. A member of the management team will hold specific responsibility for ensuring the Assessment Appeals Policy and Procedure is understood and implemented at all levels within the organisation
- 5.3. All members of staff have a direct responsibility to ensure that learners are aware of the Assessment Appeals Procedure
- 5.4. Managers and Moderators/Internal verifiers will support staff to resolve assessment appeals prior to the formal process being evoked
- 5.5. Implementation of the core principles is at curriculum area team level where learner awareness of the Assessment Appeals Policy and Procedure is an integral part of the induction process
- 5.6. A formal appeal must be submitted within 21 days of the assessment decision being received by the learner. It is considered that this period of time will facilitate informal resolution measures to be employed prior to invoking formal proceedings
- 5.7. The formal process is implemented once a learner has given written notification of their appeal

## **6. Quality Assurance**

- 6.1. Monitoring of the implementation of the policy will be undertaken at a variety of levels within the organisation and through external bodies responsible for assessing the performance of the organisation
- 6.2. Awarding Body representatives scrutinise the assessment appeals policy and procedure to ensure guidelines are followed
- 6.3. At a strategic level the quality standards associated with assessment and moderation/internal verification will be monitored through:
  - 6.3.1. External Verifier
  - 6.3.2. Analysis of statistical returns
  - 6.3.3. The annual Self Assessment Process
- 6.4. At an operational level equality of opportunity will be monitored through:
  - 6.4.1. The annual Self Assessment Process
  - 6.4.2. Standardisation meetings reviewing learner performance and progress

## **7. Consultation**

- 7.1. The policy will be reviewed on an annual basis

- 7.2. The procedures related to the policy will be reviewed annually to ensure that they remain relevant and meet the requirements of all regulations pertaining to equality and diversity
- 7.3. Advice and guidance will be obtained from appropriate sources may include:
  - 7.3.1. End users of the policy and procedure
  - 7.3.2. Stakeholders
  - 7.3.3. External bodies such as Awarding Bodies

**Checked on 4<sup>th</sup> August 2021 by Cillian Logue**