

# Queen Elizabeth Sixth Form College

## **ASSESSMENT: ARRANGEMENTS FOR INTERNAL APPEALS ABOUT ASSESSMENT DECISIONS AND ENQUIRIES ABOUT RESULTS**

The College wishes to operate clear procedures giving students or parents the opportunity to appeal against non-exam assessment (coursework) decisions or a decision made by the College not to support an enquiry about a student's results

### **POLICY**

The College policy is to provide a transparent, formal and independent appeals mechanism that students or their parents can use to ensure that the College is accountable and which will allow disputes to be resolved openly and effectively. The procedures outlined below will normally be implemented when all other mechanisms within the centre (for example: discussion between teachers/students/parents/ Exams Officer) have failed to resolve the matter. It will be the final stage in resolving disputes and it is expected that it will be used only in exceptional circumstances. Written records of all appeals will be kept and made available to Awarding Bodies on request.

### **POLICY GUIDELINES AND PROCEDURES**

1. Through documentation provided to all students, the College's Examinations Officer will ensure that all students are aware of the procedures for enquiring about internal assessment (coursework) decisions/examination results and the facility for making an appeal if agreement cannot be reached.
2. Students or parents who are involved in a dispute and, having exhausted all other mechanisms to find a resolution, wish to appeal should be given copies of this policy and procedures document.
3. The appeal should be made, in writing, to the Assistant Principal (Performance) stating the details of the complaint and the reasons for the appeal.
4. Students or parents should submit a written appeal to the Assistant Principal (Performance) within 5\* working days of receiving this policy/procedures document.
5. If the appeal is against an internal assessment decision the teacher(s) concerned will be given a copy of the appeal. The teacher will be given the opportunity to respond, in writing, to the Deputy Principal within 5\* working days of receiving the appeal. The Assistant Principal (Performance) will forward the response to the student/parent within 3\* working days.
6. If the student/parent is not happy with the written response a personal hearing can be requested. Any request should be made to the Assistant Principal (Performance) within 5\* working days of receiving the written response.
7. The Assistant Principal (Performance) will organise a 'personal hearing' panel which will include at least 3 individuals who have no direct involvement with the particular case. One of these will be a member of the Senior Management Group as chair (designated by the Principal), the second another senior or middle manager and the third will be an independent person appropriate to deal with the case (e.g. an individual with relevant subject knowledge). The student/parent representation should be no more than 2 persons. The teacher representation should also be no more than 2 persons.

8. The hearing will be organised by the Assistant Principal (Performance) to take place within 5\* days of the student/parent request.

9. At least 24 hours prior to the hearing all parties involved in the hearing will have sight of all relevant documents.

10. The outcome of the appeal will be communicated in writing to all parties and where appropriate to the Awarding Body.

11. The decision of the appeal panel is final.

NB. \* The above timings need to be seen in the context of the need for a quick resolution to a dispute if important and urgent decisions depend upon the outcome.

### **SUPPORTING DOCUMENTS**

(i) QE Student Coursework & Non-Examination Assessments Guidance Coursework - Regulations and guidance for students

(ii) QE Student Exam Guidance Booklet Examination re-marks – Further info for students