



## Assessment and Appeals Policy

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### Introduction

KLDC Sixth recognises the value of informed and accurate assessment decisions. The policy on appeals is in three parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications (Enquiries about Results)
3. Policy on Appeals in relation to ALN decisions about a learner's additional learning needs

### 1. Policy on Internal Assessment

- All students are entitled to receive a balanced teaching and assessment programme through a published syllabus, timetable and assessment schedule;
- Assessments should include the specific purpose of the assessment, the actual criteria for success and clearly expressed standards;
- Internal assessments will be conducted by assessors who have appropriate knowledge, understanding and skills;

- KLDC Sixth will adhere to Special Consideration and Reasonable Adjustment guidelines;
- Assessment evidence provided by candidates must be produced and authenticated according to the requirements of the Awarding Body;
- All assessment decisions relating to a course must follow Awarding Body reporting and/or grading systems;
- For controlled assessments students must be informed of their centre marks so that they may request a review of the marking before marks are submitted to the awarding body. Please refer to section 4 of this Policy - guidance has been provided based on the JCQ guidelines on the 'Review of marking – centre assessed marks';
- KLDC Sixth will ensure that controlled assessment is conducted in accordance with awarding body, JCQ and Ofqual guidelines;
- KLDC Sixth will manage risks associated with all types of internal assessments,;
- Awarding Body re-submission and rework rules will be adhered to, with clear records of student re-submission and re-takes;\*
- students will receive information on their progress as a result of assessment. All assessed work should be returned to students within two weeks of submission, with critically supportive comments and an explanation of areas for improvements;
- The consistency of internal assessment will be maintained by internal moderation and standardisation. Sampling of student assessed work shall be undertaken in accordance with the policy for Internal Verification at the specific location of study ([here](#));
- students are responsible for submitting work for assessment on time and to the relevant assessor. Failure to meet submission dates may result in delayed feedback from the assessor. Repeated failure to meet submission dates means that the student may be subject to the student Disciplinary procedure. In all cases, the requirements of Awarding Bodies with regard to the late submission of work and deadline extensions must be complied with;
- All cases of alleged and actual plagiarism will be subject to KLDC Sixth Plagiarism Procedure (outlined in the Assessment Malpractice Policy).
- In the event of the withdrawal of a qualification or where KLDC Sixth's contract with an Awarding Body ceases, KLDC Sixth will work with the Awarding Body to support the students to safeguard the completion of the learning programme to ensure that the students achieve before the contract with the Awarding Body ceases. KLDC Sixth would ensure that student attainment is not impacted.

*\*The BTEC Guide to Assessment states that students must meet formal assessment deadlines in order for an Assessor to accept evidence for assessment (or for re-submissions/retakes). Where a re-submission has been agreed by the Lead IV, the deadline for resubmission must be within 15 working days (and within term time) of the student receiving the results of the assessment. Re-takes are to meet 'Pass' criteria only. Lead IVs may authorise extension deadlines where there are legitimate reasons for not being able to meet a deadline (e.g. illness). The tutor will discuss and negotiate deadline extensions with the Lead IV and they will be considered on an individual basis. Deadline extensions will be limited to a maximum of ten working days.*

## **Statement for Students**

If you have any concerns about the assessment of your internally assessed work (i.e. controlled assessments, coursework, portfolios, projects etc.) you should discuss the matter with the Vice Principal (Education) or Principal immediately. Following that, if the matter remains unresolved, the formal written appeals procedure may be used.

a. Regulations state that:

- The work you submit for assessment must be your own;
- You must not copy from someone else or allow another student to copy from you;
- If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating or malpractice;

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken. The student, parent or guardian (where appropriate) has the right to appeal against any decisions to reject a student's internally assessed work on the grounds of malpractice.

## **Student Appeals – Internal Assessment**

Students may appeal on the marks/grades awarded for assessed work that:

- Contributes to the final grading of the Award; and/or;
- Is a requirement for progression.

Students may discuss their concerns about the assessment of internally assessed work for public exams (i.e. controlled assessments, coursework, portfolios, projects etc.) with the Vice Principal (Education) or Principal.

The Vice Principal (Education) and/or Principal will arrange for a nominated Internal Verifier to second mark the assessed work. The outcome will be reported in writing to the student, parent or guardian (where appropriate) within 10 working days of the initial request.

If the re-assessment results in the student failing, the student will be offered guidance and, within the terms of the respective examining body's regulations, the facility to re-submit or re-sit the work.

If the matter remains unresolved, the formal written appeals procedure may be used (see sections 5 and 6).

*Note – where there is a requirement to second mark the work, KLDC Sixth will ensure that there are no Conflicts of Interest, in line with KLDC Sixth policy (please refer to the Assessment Malpractice Policy for further information about Conflicts of Interest).*

## **Review of Marking – Controlled Assessment, Non-Examination Assessment and Coursework**

*The regulators' definition of Non-Examination Assessment is any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified as non-examination assessment.*

KLDC Sixth will:

- ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. Parents/guardians are eligible to request a review of centre assessed marks in writing and these requests must be authenticated prior to the review commencing;
- inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment;
- having received a request for copies of materials, promptly make them available to the student for review on KLDC Sixth premises under supervised conditions;
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision;
- provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing:
  - The Vice Principal (Education) and/or Principal will agree and issue key dates to candidates. Key dates will be in line with the assessment plans;
  - allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline (note – Awarding Body guidelines in terms of minimum requirements to appeal must be adhered to – Centres should normally allow at least 5 working days);
  - ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that student and has no personal interest in the review;
  - instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
  - inform the student in writing of the outcome of the review of the centre's marking;

The outcome of the review of the centre's marking will be made known to the Vice Principal (Education) of Centre (Vice Principal (Education) ). A written record of the review will be kept by the Vice Principal (Education) and made available to the awarding body upon request.

Where discrepancies in marks are significant, a wider review of the work will be undertaken.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. Please note that awarding bodies do not permit a post result review of moderation for individual candidates.

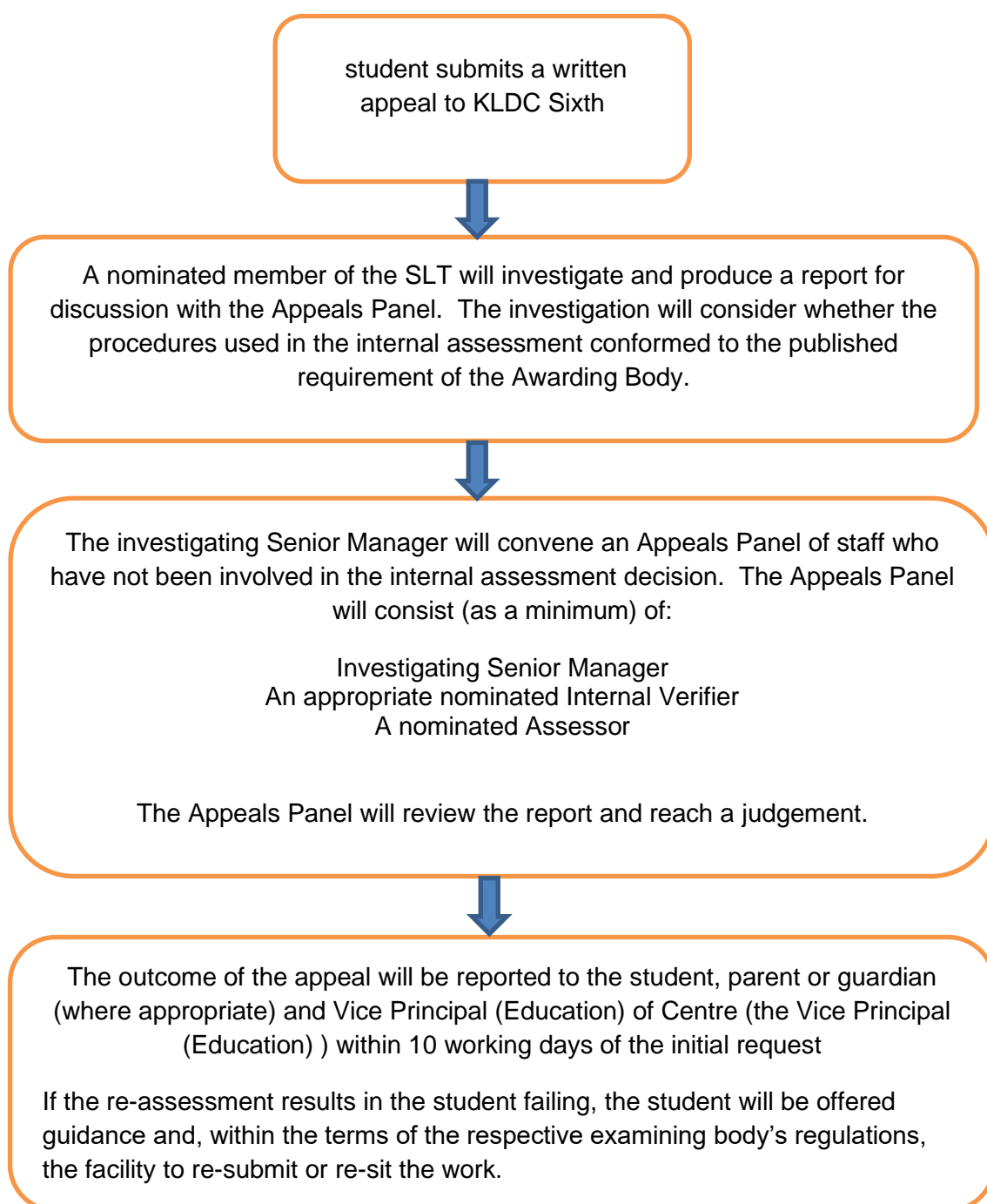
The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

*Please note that awarding bodies will provide additional advice and guidance in relation to the Appeals procedure in the event of national disruption to assessment (e.g. as a result of the impact on assessment due to a Pandemic)*

The JCQ Appeals booklet can be located [here](#).

**Written Appeals Procedure – Stage 1 (excluding appeals in relation to decisions about a learner’s additional learning needs (ALN))**

This procedure is to be followed if the matter remains unresolved following discussion with the Vice Principal (Education) and/or Principal. Written appeals must be received at least two weeks before the date of the last external examination in the subject. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series.



**Written Appeals Procedure – Stage 2 (excluding appeals in relation to decisions about a learner’s additional learning needs (ALN))**

If the student is unwilling to accept the conclusions of the investigation, the investigating SLT member will refer the report (with outcomes of the appeal) to the Vice Principal (Education) (the final arbitrator) within one week



The Vice Principal (Education) will consider the report and any other evidence to decide whether the student’s work has been dealt with fairly. The Vice Principal (Education) will reach a judgement



The Vice Principal (Education) will announce the decision of the Appeal with one week of the Appeals Committee, directly to the student (who may be accompanied by one person)



If the re-assessment results in the student failing, the student will be offered guidance and, within the terms of the respective examining body’s regulations, the facility to re-submit or re-sit the work.

## 2. Policy on External Assessments for External Qualifications (Enquiries about Results – EARs)

Any student who wants to query a mark/grade awarded by an **Awarding Body** should do the following:

- Contact the Exams Officer **and** the subject teacher as soon as possible, or within 20 days from the date of the result, in person, to discuss the mark/grade. The Exams Officer will advise on the options available to query the mark/grade and the costs involved.
- students should be aware that EARs can result in the marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Exams Officer.
- The student's internal EAR request form (signed by the tutor), should be made to the Exams Officer before the published deadline for EARs. All costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Exams Officer before the published deadline for EARs. **If the EAR is successful, the fee will be refunded.**
- The Exams Officer will submit an online EAR request to the awarding body.
- Outcomes following EARs will be forwarded by the Exams Officer to the student as soon as they have been received from the Awarding Body.

Please refer to the JCQ Appeals booklet [here](#).

## 3. Policy on Appeals in relation to decisions about a student's additional learning needs (ALN)

KLDC Sixth will endeavour to resolve any concerns and issues about the decisions made. It is recommended that contact is made with the Support for Learning department in the first instance.

If the outcome does not reasonably satisfy expectations, the young person can appeal directly to the Vice Principal (Education) . If the situation cannot be resolved the Vice Principal (Education) will seek advice and support from external agencies and the Awarding Body.

### Special Considerations and Reasonable Adjustments

Please refer to the Joint Council for Qualification's guidance document 'Access Arrangements and Reasonable Adjustments' [here](#). "Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a

candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment."

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

Access Arrangements allow candidates/students with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/student. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

**Normal Way of Working explained** – Normal way of working' (NWW) evidence is used by the JCQ (Joint Council for Qualifications and the voice of the awarding bodies offering the majority of the UK's educational qualifications) to define how centres establish what the usual teaching and learning practice is for a specific student and how that can then be applied through the Access Arrangements process and KLDC Sixth staff are therefore key in ensuring this part of the process is effective. If a course has a timed assessment/exam at any time in the year, consideration must be given as early as possible if there are any students/candidates who will require Access Arrangements and refer as early as possible to the ALN team to allow time for applications to be made to the awarding body.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment.

Please note that special consideration requests are required to be in line with Awarding Body, JCQ and Ofqual Reasonable Adjustments and Special Consideration Policy.

If after consulting the respective document, which outlines the decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a student, the Vice Principal (Education) of Centre (The Vice Principal (Education) ), who is the subject of the relevant decision, ('the appellant') disagrees with the decision made and reasonably believes that the awarding body has not followed due procedures, a written request setting out the grounds for a preliminary Appeal should be forwarded to the relevant awarding body.

**Actions to be taken should a portfolio or course work (paper or online) be lost/destroyed**



In the event that coursework (including a portfolio - paper or online) is believed to be lost/destroyed through no fault of the student, please contact the Vice Principal (Education) immediately.

If the work was lost/destroyed at KLDC Sixth, the Vice Principal (Education) will notify the Awarding Body. Awarding Bodies will respond with advice and guidance.

If the work was lost/destroyed externally due to an emergency or other event outside of the student's control, please contact the Vice Principal (Education) who will contact the Awarding Body in the first instance. The Vice Principal (Education) will then provide support and guidance in terms of preparing a summary statement with assessment/IQA information and evidence for consideration by the Awarding Body.

Where lost/destroyed coursework (including a portfolio) has been uploaded electronically, the Vice Principal (Education) will in the first instance contact the staff member responsible for IT who will aim to locate the coursework electronically.

If lost portfolios contain personal information, this is a reportable breach of Data Protection. The Vice Principal (Education) will report the matter to the senior staff member responsible for GDPR.

## **Conclusion**

The Assessment and Appeals policy and procedures will be reviewed annually due to the current curriculum reform measures.