

FE Regulatory Framework Appeals Process Summer 2021

APPROVED BY SELT ON (insert date)

Applies to:	
Harrogate College	X
Keighley College	X
Leeds City College	X
Leeds Conservatoire	X

CHANGE CONTROL

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Contents

1. Aim/Scope	4
2. Grounds for Appeal	4
3. Process for Making an Appeal	4
4. Timescale & Regulations.....	6
5. Investigation of Appeals & Outcome	6
6. Appeals Against the Outcome.....	6
7. Next Steps	6



1. Aim/Scope

The following document sets out the procedure for considering appeals from students against Teacher Assessment Grades Summer 2021. Students who consider that an error has been made in determining their grade will have a right to appeal.

2. Grounds for Appeal

We recognise that some students may feel disappointed that they have not been able to complete their assessments in the usual way. We are focused on making sure students are not disadvantaged by these unprecedented circumstances. This includes the right to appeal, where appropriate.

This document sets out the procedures for considering appeals relating to students due to receive Teacher Assessment Grades in Summer 2021.

If students do not feel that the Teacher Assessed Grades awarded reflect the grades they were likely to have achieved in normal circumstances, they have the opportunity to appeal. Colleges have a right to appeal on behalf of a student.

Students will need certain information to help them decide whether to appeal. If centres haven't shared the following information before results day, they will need to be prepared to do so on results day if students request it:

- The Centre Policy
- The sources of evidence used to determine their grade along with any grades/marks associated with them
- Details of any special circumstances that have been taken into account in determining their grade, e.g. access arrangements, mitigating circumstances such as illness

2.1. The Grounds for Appeal are Restricted to:

- At stage 1: **The centre made an administrative error**, e.g. an incorrect grade was submitted; an incorrect assessment mark was used when determining the grade.
- At stages 1 and 2: **The centre did not apply a procedure correctly**, such as the centre did not follow its Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances such as illness.
- At stage 2: **The awarding organisation made an administrative error**, e.g. the grade was incorrectly changed by the awarding organisation during the processing of grades.
- At stage 2: **The student considers that the centre made an unreasonable exercise of academic judgement** in the choice of evidence from which to determine the grade and/or the determination of the grade from that evidence.

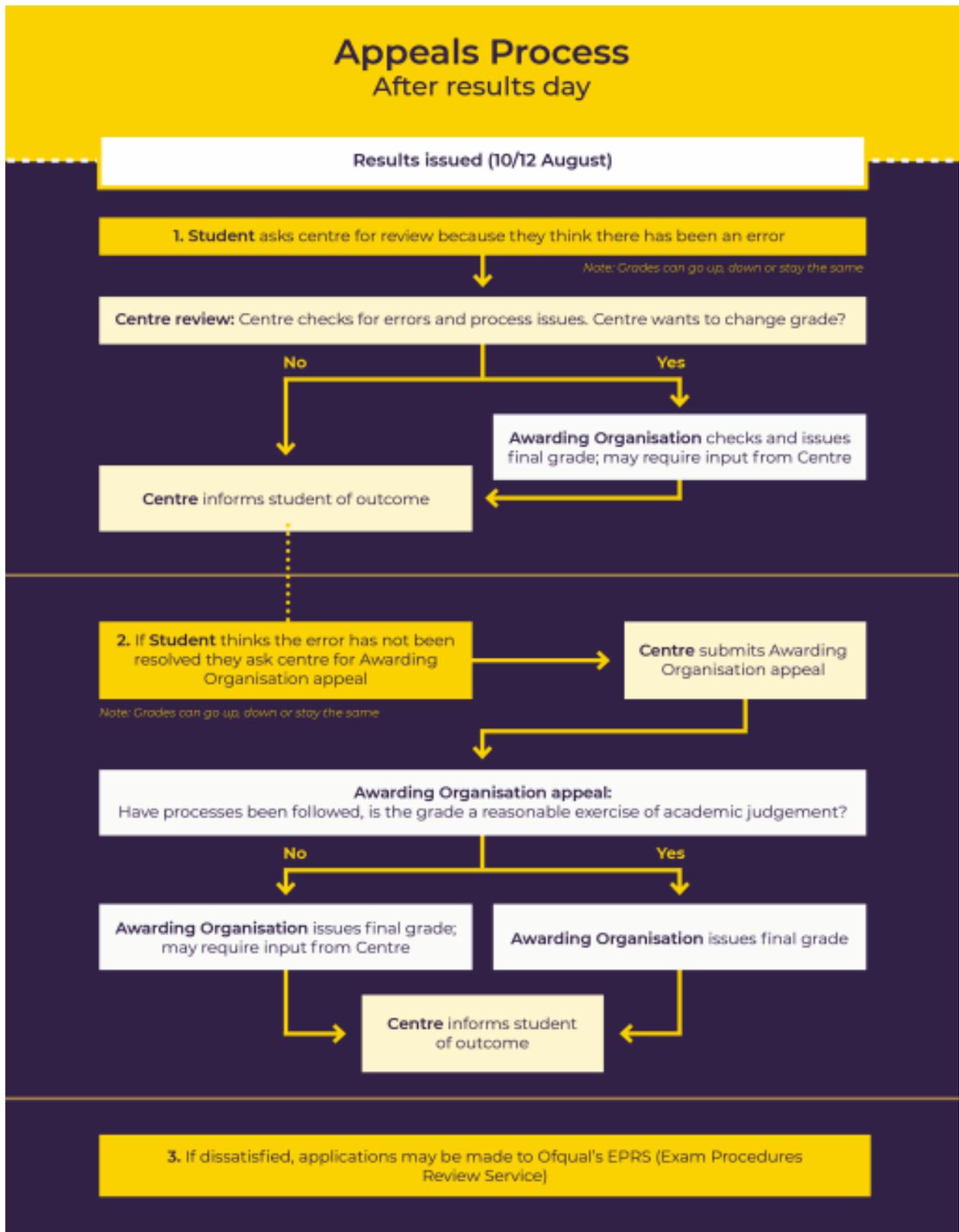
2.2. The College or Awarding Organisations will not Accept Appeals Against:

- Professional judgements of course tutors
- The efficacy of the evidence presented to support such professional judgements.

Nor will the College investigate complaints received for either of the two points in section 2.2, this is because Awarding Organisations in line with Ofqual guidance will not change grades on this basis. Rigorous internal quality assurance of any submitted Teachers Assessed Grades was carried out by the Colleges (which was above and beyond expectations of Awarding Organisations) to eradicate any complaints of this nature.

3. Process for Making an Appeal

Figure 1. Appeal Process (after Results Day)



The Appeal Submission Form must be used to make an appeal with the awarding organisation (this form can be requested from your department). Appeals can be made following the publication of results, specific guidance for timescales from the exams department will be available as this information is released by Awarding Organisations.

The appeal submission should include the basis and grounds for the appeal and all supporting evidence must be provided. Evidence supplied must be appropriate to the nature of the appeal and should clearly be applicable to the case. Where possible, the appellant's narrative should refer to evidence explicitly and explain any contextual issues arising such that the evidence is clearly linked to the nature of the specific appeal, this should not make reference to opinion or be subjective

4. Timescale & Regulations

This appeals process falls within the Ofqual Extraordinary Regulatory Framework (ERF). The college will adhere strictly to the guidance from the Government, Ofqual / QAA and ensure full compliance with the processes set out by each Awarding Organisation (AO).

All appeals will be acknowledged and investigated where it meets the ERF appeals criteria (see section 2: 'Grounds for Appeal'). Should the appeal not fall within the scope, the appellant will be notified. Where the appeal falls within the ERF appeals criteria, timescales specific to the individual Awarding Organisation will apply.

5. Investigation of Appeals & Outcome

The appeal will be investigated based upon the narrative statement of the student, the chronology of events and the evidence associated. The decision will be based upon due consideration of all evidence submitted by the appellant and/or referred to in the submission form. The appellant will receive the outcome of the appeal upon completion of the investigation.

6. Appeals Against the Outcome

Appellants cannot appeal the outcome. If the appellant believes the appeals process has not been followed, they should make a written complaint to the Awarding Body and in line with their specific guidance.

7. Next Steps

It is recognised that some students will be disappointed with their results, students who do not feel their result properly reflects their performance may choose to take their exam in the Autumn series or in the Summer of 2022 subject to availability and provider approval. This should be discussed with your tutor/college department staff after results day.