



HOPE WOOD
ACADEMY

Appeals Policy Aim:

1. To enable the learner to enquire, question or appeal against an assessment decision.
2. To attempt to reach agreement between the learner and the Assessor at the earliest opportunity.
3. To standardise and record any appeal to ensure openness and fairness.
4. To protect the interests of all learners and the integrity of the qualification.

In order to do this, Hope Wood Academy will:

1. Inform the learner via appropriate format (e.g. through student handbook) of the Appeals Policy and procedure.
2. Provide support to learners to ensure process is accessible.
3. Record, track and validate any appeal.
4. Forward the appeal to the Awarding Body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.
5. Keep appeals records for inspection by the Awarding Body for a minimum of 18 months.
6. Have a staged appeals procedure.
7. Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
8. Monitor appeals to inform quality improvement.

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