



Assessment Appeals Policy

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Created: 17.05.2023	Review Date: 16.05.2024	
Owner: Quality and Compliance Manager	Location: Shared Drive: WREC Documents\Policies and Procedures 2023	

1. Introduction

- 1.1 Whitehead-Ross Education and Consulting (WREC) is committed to ensuring that whenever its staff assess learners' work, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Learners' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.
- 1.2 If a learner feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Appeals may only be made against the process that led to the assessment and not against the mark or grade.

2. Grounds for Appeal

2.1 The three normal grounds on which you may appeal against an assessment are:

- A dispute about the assessment decision.
- The Assessor was given incorrect information about assessment.
- The assessment scheme had been inappropriately applied, e.g. the range or type of evidence asked for was inadequate.
- Exceptionally there are situations affecting the assessment which the Assessor was unaware of when making his/her decision.

2.2 It is important to note that in the first instance any queries about assessment should be dealt with informally by the Tutor, and the decisions noted and kept in the course file.

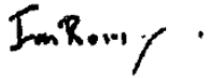
3. Making an Appeal

3.1 If you wish to make a formal appeal against assessment, the procedure is set out below.

- I. You should inform the Managing Director in writing within 5 working days of receiving the result that you wish to make an appeal and you should explain the nature of the appeal. City and Guilds will be kept informed of all appeals from the start.
- II. You will then be informed in writing by the Managing Director where and when your Appeal Hearing will take place. The Hearing will take place within 10 working days of receiving your appeal. You will be invited to attend with a friend or relative, but not by any other legal or professional advisor unless the WREC otherwise agrees, having been given notice beforehand.
- III. At the Appeal Hearing you will be given a chance to explain the concerns you have. The Managing Director will also receive reports from your Tutor related to the assessment.
- IV. Following the Appeal Hearing you will be told in writing what decision has been reached.
- V. If the appeal is successful, either the grade will be amended, or you will be given the opportunity for reassessment.
- VI. If the appeal is unsuccessful, this decision will be final.
- VII. An appeals log will be maintained of all appeals.

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Signed:



Ian Ross
Managing Director

Date: 17th May 2023

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APPENDIX – APPEALS LOG

Date of Appeal	Name	Nature of Appeal	Date Responded	Outcome