

P67 Learner Appeals Procedure

Stage 1

Learner requests informal discussion with their Tutor to discuss the reason of dissatisfaction. Where the Learner feels based on this discussion that they will seek a formal appeal against an assessment decision, the Tutor will inform the Learner of the procedure to be adopted.

Stage 2

The Learner must submit a formal written request for re-assessment to the Internal Quality Assurer for the programme. This should clearly indicate the Learner's reasons for making the request.

Stage 3

The Internal Quality Assurer will investigate the evidence presented by the Learner to determine whether to recommend that assessment by another Tutor should take place. The Internal Quality Assurer will notify the Learner of this decision within 5 working days of receiving the written request. The Learner may at this stage decide whether to proceed with re-assessment.

Stage 4

In arranging for the Learner's work to be re-assessed, the Internal Quality Assurer will arrange for this to be undertaken "blind" by another Tutor who will not be aware of the previous Tutor's decision or the specific points which have led to the re-assessment.

Stage 5

The Internal Quality Assurer will review the second assessment decision within 5 working days of the decision being made and, if in agreement with the second Tutor, they will confirm the result to the Learner. If the Internal Quality Assurer is not in agreement with the second Tutor's assessment, the evidence and the comments of both Tutor and the Internal Quality Assurer shall be passed to the Head of Quality for a decision.

Stage 6

Where the Learner is still not satisfied with the outcome of the decision, they have the right to submit a re-appeal to the External Quality Assurer via the Head of Quality.

Learner's will be kept informed at each stage of the progress of their appeal.

Awarding bodies are required to publish information on its appeals arrangements on their website. Learners have the right to go directly to the awarding body or the regulator if they are still dissatisfied.

I have read and understand the appeals procedure above:

Learner signature:		Date:	
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K. Kitchener

Kim Kitchener

Head of Quality – TCHC

Document History

Reference No	Version	Date	Author	Classification	Review Date
P67	1	22/01/2018	Mark Williams	Unclassified	22/01/2019
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