



## Further Education (FE) and Apprenticeship Appeals against Assessment Decisions Policy

Date approved: 31 March 2023  
Approved by: SMT  
Responsible Manager (s): Director of Quality and Standards  
Executive Lead: Vice Principal Quality and Curriculum

Applicable to Employees: Yes  
Applicable to Students: Yes  
Accessible to Students: Yes  
Accessible to general public:  
(including clients) Yes

### Consultation

Consultation undertaken with:		Date:
SMT	Yes	31.03.2023
AMT	Yes	28.03.2023
CCMT	NA	
Students	Yes	27.03.2023
Employee representatives ( <i>HR policies only</i> )	NA	
Other	NA	

Policy review frequency: Every two years

## **Contents**

1. Scope and purpose of the policy
2. Accountability
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## **1. Scope and Purpose**

This policy applies to all students studying Further Education (FE) programmes and apprentices at all levels undertaking end point assessment (EPA) at Blackpool and The Fylde College (B&FC), including integrated degree apprenticeships programmes, where B&FC is the End Point Assessment Organisation (EPAO).

Higher Education (HE) qualifications undertaken by students and apprentices are covered separately through the HE academic regulations. In the first instance Higher Education students and apprentices should refer to the B&FC Taught Award regulations Part B9, Academic Appeals. (<http://www.blackpool.ac.uk/he-regulations>)

The purpose of this policy is to ensure that an appeal against an assessment decision and outcome, which has been raised, is considered in an equitable, open and timely manner. B&FC aims to resolve such appeals at the earliest possible stage within the procedure.

## **2. Policy Statement**

B&FC is committed to delivering the highest standards of inclusive learning, teaching and assessment and operates a rigorous system of internal verification and moderation to validate fair assessment that complies with awarding body and/or End Point Assessment Organisations (EPAOs) requirements.

This policy articulates B&FC's commitment to ensuring that every student and apprentice is given the opportunity to appeal against assessment decisions if they believe they have reasonable justification to do so.

B&FC will support students and apprentices in their appeals to external awarding bodies or End Point Assessment Organisations (EPAOs), where B&FC believes there are grounds to do so.

This policy and associated procedure also applies for appeals against EPA assessment decisions, where B&FC is the EPAO for integrated degree Apprenticeships. Where an independent EPA is carried out, any appeals against EPA assessment decisions should be made to the relevant EPAO, supported by B&FC.

The College operates a staged procedure (see Further Education and Apprenticeship Appeals against Assessment Decisions Procedure for further information) <http://www.blackpool.ac.uk/college-policies>

As complaints and appeals against assessment decisions differ, it should be identified if the issue raised is an appeal against assessment decision or is actually a complaint which is considered under B&FC's Compliments, Complaints and Feedback procedure.

## **3. Accountability**

- The Director of Quality and Standards is responsible for ensuring that the policy and procedure is up to date and published on the B&FC website

- All curriculum delivery teams are responsible for adhering to and ensuring the requirements set out in this policy are followed
- Heads of Curriculum/Operations Managers are responsible for ensuring that all assessment processes are carried out in their curriculum areas and that this appeal process, when conducted, is carried out fairly

#### **4. Student and Apprentice Involvement**

- 4.1** This policy does not require direct student or apprentice involvement. Students will be the main users of this policy and thus involved throughout its implementation. This policy is available for students to access on their learning platform and the B&FC website <http://www.blackpool.ac.uk/college-policies>

#### **5. Linked Policies and Procedures**

##### **5.1 Linked Policies**

- Compliments, Complaints and Feedback Policy
- Internal Quality Assurance Procedure for End Point Assessment for Integrated Higher and Degree Apprenticeships (where B&FC is the EPAO)
- Apprenticeship and End Point Assessment Internal Quality Assurance Policy
- Further Education (FE) Internal Quality Assurance Policy

##### **5.2 Linked Procedures**

- Further Education and Apprenticeship Appeals against Assessment Decisions Procedure
- Internal Quality Assurance Procedure for End Point Assessment for Integrated Higher and Degree Apprenticeships (where B&FC is the EPAO)
- Further Education (FE) Internal Quality Assurance Procedure
- Awarding body specific guidance
- B&FC Higher Education Taught Award regulations Part B9  
<http://www.blackpool.ac.uk/he-regulations>
- Compliments, Complaints and Feedback procedure

## 5. Equality, Diversity and Inclusion Impact Assessment

<b>Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, Health and Safety and Sustainability</b>	
<b>Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working</b>	
Title of Activity: Further Education (FE) and Apprenticeship Appeals against Assessment Decisions Policy  Author and Date: K Coughlan April 2023	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision <b>(Tick as appropriate)</b>  Expected Implementation Date: April 2023 What is the Review Date: Two Yearly
<b>Equality, Diversity and Inclusion</b> Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None, no impact
<b>Safeguarding:</b> Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Health and Safety:</b> Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Sustainability:</b> Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Evidence:</b> What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Quality is monitored through both internal and external reviews
Is this policy of a high/medium or low risk?	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low