

**Further Education (FE) and  
Work Based Learning (WBL)  
Appeals against Assessment  
Decisions Policy**

# Further Education (FE) and Work Based Learning (WBL) Appeals against Assessment Decisions Policy

Date approved: 8 December 2020  
 Approved by: SMT  
 Responsible Manager (s): Director Quality and Standards  
 Executive Lead: Vice Principal Quality and Curriculum

Applicable to staff: Yes  
 Applicable to students: Yes  
 Accessible to students: Yes  
 Accessible to general public: Yes  
 (including clients)

## Consultation

Consultation undertaken with:

Date:

- |  |      |                 |
|--|------|-----------------|
| • SMT  | Yes* | 8 December 2020 |
| • AMT  | Yes  | 13 October 2020 |
| • CCMT   | No*  |                 |
| • Students   | Yes  | 1 December 2020 |
| • Employee representatives ( <i>HR policies only</i> ) | NA*  |                 |
| • Other  | NA*  |                 |

**\* please delete as appropriate**

Policy review frequency, normally: every two years

**(Please delete as appropriate)**

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## **Policy**

### **1. Scope and Purpose**

This policy applies to all students at Blackpool and The Fylde College (B&FC) studying Further Education (FE) programmes, apprenticeships and or Work Based Learning (WBL).

Higher Education (HE) students are covered separately through the HE academic regulations and includes all higher and degree apprenticeships. Higher Education students should in the first instance refer to the B&FC Taught Award regulations Part B9 for further information [www.blackpool.ac.uk/he-regulations](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 to validate fair assessment that complies with awarding body and/or End Point Assessment (EPA) organisations requirements.

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

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

The College operates a staged procedure (see Further Education and Work Based Learning Appeals against Assessment Decisions Procedure for further information) [www.blackpool.ac.uk/college-policies](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 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 [www.blackpool.ac.uk/college-policies](http://www.blackpool.ac.uk/college-policies)

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

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

- Compliments, Complaints and Feedback Policy

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

- Further Education and Work Based Learning Appeals against Assessment Decisions Procedure
- Awarding body specific guidance
- B&FC Higher Education Taught Award regulations Part B9  
[www.blackpool.ac.uk/he-regulations](http://www.blackpool.ac.uk/he-regulations)
- Compliments, Complaints and Feedback procedure

## 7. Equality Impact Assessment

<b>Impact Assessment for the 4 strands of Equality, Safeguarding, 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>	
<p>Title of Activity: FE and WBL Appeals against Assessment Decisions Policy</p> <p>Author and Date: Director of Quality and Standards October 2020</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: December 2020</p> <p>What is the review date? August 2022</p>
<p><b>Equality and Diversity.</b></p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>All students will be supported by provided Assessors to ensure they all have the same opportunities.</p>
<p><b>Safeguarding:</b></p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p><b>Health and Safety:</b></p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p><b>Sustainability:</b></p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p><b>Evidence:</b></p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High      <input type="checkbox"/> Medium      <input checked="" type="checkbox"/> Low</p>