

Assessment Appeals Policy

Purpose: This policy outlines the process for appealing assessments at Trained Academy LTD. The policy applies to all assessments, including practical and written assessments. The purpose of this policy is to ensure that all appeals are handled in a fair and transparent manner.

Scope: This policy applies to all students and employees of Trained Academy LTD.

Criteria for Appeal: A student or employee may appeal an assessment if they believe there has been an error in the marking, a misapplication of the assessment criteria, or a technical issue during the assessment.

Timeline for Appeals: Appeals must be made within 20 days of the assessment result being issued. Decisions on appeals will be acknowledged within 2 working days and decisions will aim to be reached within 20 working days of the appeal being received.

Appeals Process: To initiate an appeal, the student or employee should contact Paula Litherland, Lead Internal Quality Assurance.

The student or employee must provide evidence to support their appeal.

The evidence will be reviewed by Paula Litherland.

The decision maker will make a final decision on the appeal based on the criteria outlined in this policy.

Guidance for Decision Making: The decision maker will consider the following when evaluating the appeal:

The evidence submitted by the student or employee.

The original assessment criteria and marking scheme.

Any relevant institutional policies and procedures.

Policy Review: This policy will be reviewed on an annual basis and updated as necessary to ensure its relevance and effectiveness. Feedback from students and employees will be taken into consideration during the review process.

Accessibility: This policy will be made easily accessible to all students and employees, including through the website: www.trainedacademy.co.uk, you may also request a copy by email which will be explained during the induction process.

Staff Training: All staff involved in the appeals process, including markers and decision makers, will receive training on this policy and their role in the process.

Independent Appeals Panel: Trained Academy LTD may use an independent appeals panel to review appeals and make decisions, in order to ensure impartiality and fairness.

Response to Appeals: Appeals will be reviewed in a timely and fair manner, and decisions will be communicated clearly to the appellant. If the appeal is successful, the necessary changes will be made to the assessment result.

Effective Date: This policy will become effective on 01.08.2023.



Contact us

If you have any queries about the contents of the policy, please contact our support team on:

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