

**Bodmin College**

**Appeals Policy**

**Aim:** To enable the learner to enquire, question or appeal against an assessment or final grading decision.

To reach an agreement between the learner and the assessor, at the earliest opportunity.

To standardise and record any appeal to ensure openness and fairness and to facilitate a learner’s ultimate right of appeal to the awarding body, where appropriate.

The interests of all learners will be protected, whilst protecting the integrity of the qualification.

In order to do this, the centre will:

• Inform the learner at induction, of the Appeals Policy and procedure.

• Record, track and validate any appeal.

• Forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.

• Keep appeals records for inspection by the awarding body for a minimum of 36 months.

• Have a staged appeals procedure.

• Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.

• Monitor appeals to inform quality improvement.

This policy will be reviewed every 12 months by the programme manager in consultation with the exams officer.