

ASSESSMENT APPEALS PROCEDURE: Black Country Skills Factory Leadership & Management Programme

Introduction

The Appeals Procedure has 3 stages:

- ☐ Informal stage
- ☐ Formal Appeal
- ☐ Referral to awarding body

All Appeals will be notified to the OCNWMR Quality Advisor

1.0 STAGE 1

A student who wishes to appeal against an assessment decision should, in the first instance, discuss the matter with the assessor concerned. Wherever possible the assessor and the student should come to a mutually agreed decision concerning the assessment.

2.0 STAGE 2

2.1 If the student is still dissatisfied after completion of Stage One, then s/he may make a formal appeal against the assessment decision.

2.2 The student will notify the Black Country Skills Factory that they are still dissatisfied after the completion of Stage One. The Black Country Skills Factory will arrange a meeting where the Internal Quality Assurer will review all evidence and assessment records in order to consider the appeal.

3.0 STAGE 3

Where a student is still dissatisfied with the outcome of Stage 2, the student may appeal to the Open College Network West Midlands Quality Advisor.