

Appeals Policy

Approved by	Director of MIS & Exams
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Date of next review

Appeals Policy

This policy sets out the procedures the college will follow on receipt of an appeal against a qualification result or grade. There are two parts to this policy: appeals of internally assessed qualifications and appeals of externally assessed qualifications.

All Awarding Organisations (AOs) have their own appeals policies and procedures and where these differ from or place additional requirements on the processes set out below, WM College will follow the requirements of the AO.

Appeals of internally assessed qualifications

WM College is committed to ensuring its staff mark learner work fairly, consistently and in accordance with the AO's specification and subject-specific guidance.

Learner work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Where a number of teachers are involved in marking learner work, internal moderation and standardisation will take place to ensure consistency of marking across different assessors.

1. WM College will authenticate all work produced by a learner in line with the requirements of the awarding body, to ensure that the work is the learner's own work and has been produced independently.
2. Where an AO's internal assessment and appeals process allows this, WM College will ensure that candidates are informed of their centre assessed marks so

Appeals of externally assessed qualifications

Each AO has its own policy and process for appealing the outcome of an externally assessed qualification, which WM College will follow.

WM College will ensure learners are notified of post results appeals procedures, costs and deadlines when they receive their results.

All external appeals must be applied for by the Exams Department on behalf of the learner, and learners will be required to pay a fee. If the review changes the grade in favour of the learner, all fees are waived and the learner will be refunded.

The process for making an external appeal is as follows:

1. The learner emails the Exams Department on

