**Fair Assessment Decisions Appeals Policy**

The aim of this policy is:

* To enable the learner to enquire, question or appeal against an assessment decision.
* To standardise and record any appeal to ensure openness and fairness.
* To protect the interests of all learners and the integrity of the qualification.
* To attempt to reach an agreement between the learner, assessor and internal moderator at the earliest opportunity.
* To facilitate a learner’s ultimate right of appeal to the awarding body, where appropriate

In order to meet these aims, Mor Media Charity will ensure that:

* learners are made fully informed of the centre’s Appeals Policy.
* all appeals are acknowledged, recorded and tracked.
* a staged appeals procedure is conducted.
* all appeal records are kept for inspection for a minimum of *2* years.
* the interests of other learners and the validity of the qualification is protected during any appeals that questions the validity of other results.
* forwards the appeal to the awarding organisation only after the internal appeals procedure has been fully completed and the learner still considers that a decision is continuing to disadvantage them.
* the policy is reviewed annually.

**Learners’ Guide to Appealing an Assessment Decision**

If you feel that an assessment decision is wrong or unfair you can appeal.

Candidates wishing to appeal any decisions must do so within 10 days of receiving the disputed assessment decision and are advised to keep copies of all documents relating to the appeal. If you are not satisfied, you must follow this procedure.

Reasons you might want to appeal:

* + 1. You believe your evidence proves that you have met the standard.
		2. You believe a fair decision has not been made.
		3. You believe a meaningful assessment procedure has not been followed.

**Stage 1**

You must first tell your course tutor who made the original decision, explaining:

* + Why do you disagree with the assessment decision.
	+ How do you think the evidence you have put forward does meet the standards.

Your course tutor will give you a clear written and spoken explanation written and spoken feedback wit*hin 10 days* on why they agree or disagree with your appeal.

The course tutoris required to record an overview of the appeal and the outcome of the discussion and forward this to the Head of Training so I can be stored in the centre’s assessment and appeals records.

**Stage 2**

If the appeal has not been resolved in Stage 1 by discussion with your course tutor*,* you must put the above in writing to the Internal Moderator for the courses. Please include the following details;

* + The date and type of the assessment (e.g. observation of practical work, assessment of a set task/assignment, result of an internally assessed question paper)
	+ The name of the course tutor involved
	+ A brief outline of the reason for the appeal
	+ Any associated documents (e.g. candidate evidence, record of feedback from the course tutor involved)

The Internal Moderator will re-assess your work against the standards set by the Awarding Organisation. You will receive a written and spokenexplanation within 10 days of their decision.

One of the following decisions will be communicated to you by the Internal Moderator. This will be to either:

* + uphold the original assessment decision
	+ offer you an opportunity for a re-sit/reassessment free of charge
	+ overturn the original decision

These decisions will be recorded on the appropriate appeals form. The decision will also be communicated to the original course tutor who assisted in Stage 1 of the appeal.

Copies of records of appeals are retained with the assessment and appeals records. Mor Media Charitywill retain records of appeals for a minimum period of 1 year

**Stage 3**

If learners have followed Stage 1 and 2 of the appeals procedure and remain dissatisfied with the outcome, they have the right to request a meeting with the Internal Moderator , Course Manager and a member of Mor Media Charity’s Senior Management team. The learner may wish to bring a representative to this meeting. All the evidence available will be discussed at this meeting and the decision will be communicated to the learner in writing within 10 days.

**Stage 4**

If learners have followed Stage 1, 2 and 3 of the appeals procedure and remain dissatisfied with the outcome, you have the right to escalate your appeal to the awarding body and request that they investigate the matter further. This must be done within 10 days of the decision from Stage 3 of the procedure being communicated to them by Mor Media Charity.