



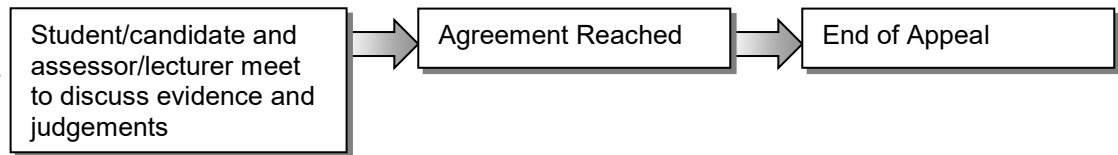
Assessment Appeals Procedure

WEST LANCASHIRE COLLEGE ASSESSMENT APPEALS PROCEDURE 2020 - 21

In the event that a student/candidate feels that their work/evidence has been judged adversely, the procedure to request that assessment be re-examined is detailed below. Before they embark on the process and at any stage throughout, the student/candidate can seek help or advice from their Personal Tutor (16 – 18yrs) or a member of Student Services (16 – 18yrs or 19+). The Student Guidance Adviser, a parent/ carer or friend may accompany the student/candidate to any of the meetings in the stages outlined below.

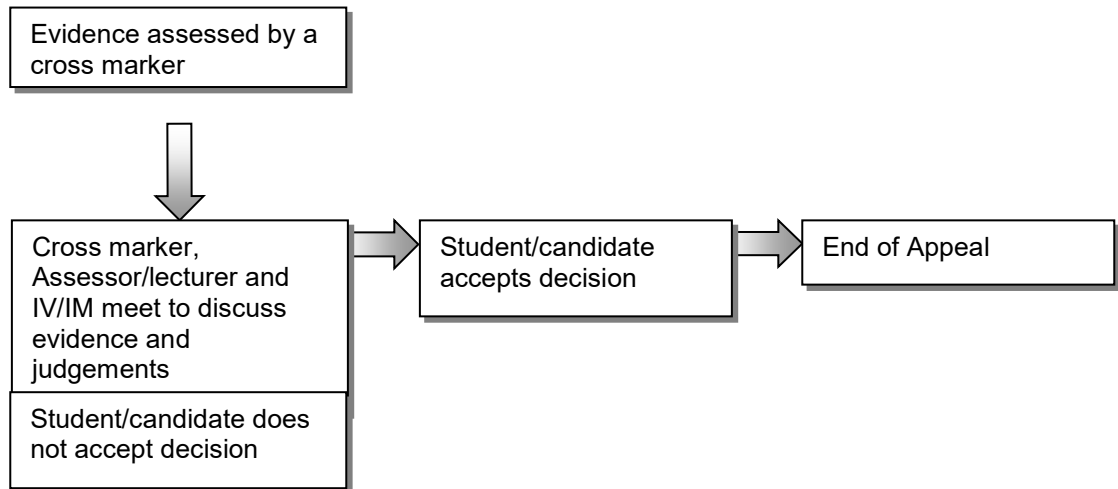
Stage 1

Meeting to take place within 5 working days of feedback being given



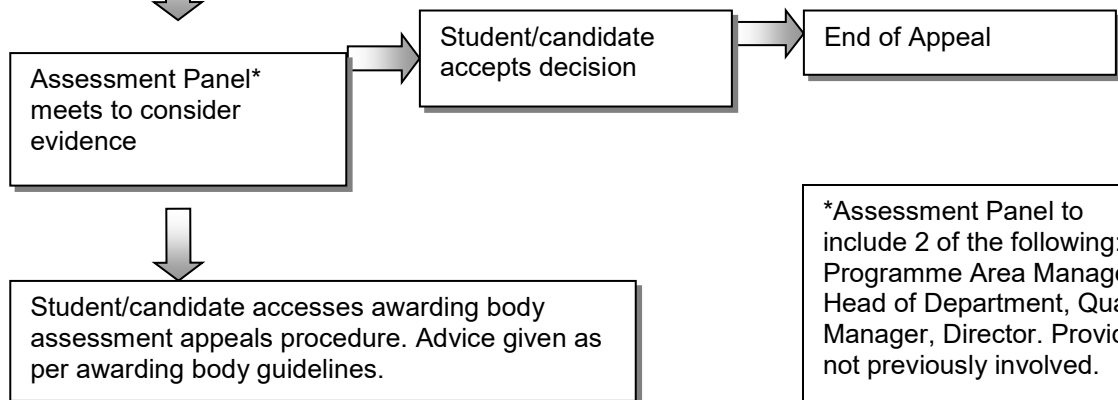
Stage 2

To be completed within 10 working days of Feedback being given



Stage 3

To be completed within 15 working days of feedback being given



*Assessment Panel to include 2 of the following: Programme Area Manager, Head of Department, Quality Manager, Director. Provided not previously involved.

**WEST LANCASHIRE COLLEGE
ASSESSMENT APPEALS PROCEDURE**

Stage 1

Name of Student/Candidate: _____

Course Programme/Module/Unit Evidence Reference: _____

Assessor/Lecturer: _____

Student/Candidate's Personal Tutor (if applicable): _____

Date of Meeting: _____

**Student/Candidate
Comments on Evidence**

**Assessor/Lecturer
Comments on Evidence**

Agreed Statement

Signed (Student/Candidate): _____

Signed (Assessor/Lecturer): _____

*This
form
is to
be*

This matter has not yet been resolved to my satisfaction and I wish to proceed to Stage 2

Signed (Student/Candidate): _____

retained by the relevant Head of Department

CONFIDENTIAL

COLLEGE APPEALS PROCEDURE

**WEST LANCASHIRE COLLEGE
ASSESSMENT APPEALS PROCEDURE**

Stage 2

Name of Student/Candidate: _____

Course Programme/Module/Unit Evidence Reference: _____

Assessor/Lecturer: _____

Student/Candidate's Personal Tutor (if applicable): _____

Cross Marker: _____

<p>Cross Marker Comments on Evidence</p>

<p>Agreed Statement Assessor/Lecturer/Cross Marker/Internal Verifier or Moderator</p>
<p>Date of meeting: _____</p>

<p>I accept the decision</p>
<p>Signed (Student/Candidate): _____</p>

<p>This matter has not yet been resolved to my satisfaction and I wish to proceed to Stage 3</p>
<p>Signed (Student/Candidate): _____</p>
<p>Internal Verifier or Moderator: _____</p>

**WEST LANCASHIRE COLLEGE
ASSESSMENT APPEALS PROCEDURE**

Stage 3

Name of Student/Candidate: _____

Course Programme/Module/Unit Evidence Reference: _____

Assessor/Lecturer: _____

Student/Candidate's Personal Tutor (if applicable): _____

Cross Marker: _____

Internal Verifier or Moderator: _____

Curriculum Manager: _____

Assessment Panel: (Name & Role)

Decision of Assessment Panel

This form is to be retained by the relevant Head of Department and copied to the Quality Manager

Decision communicated to Student/Candidate

Signed (Student/Candidate): _____

Date: _____