

Assessment Appeals & Appeals for Access Arrangements & Special Consideration Procedure

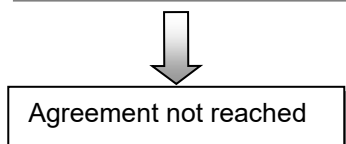
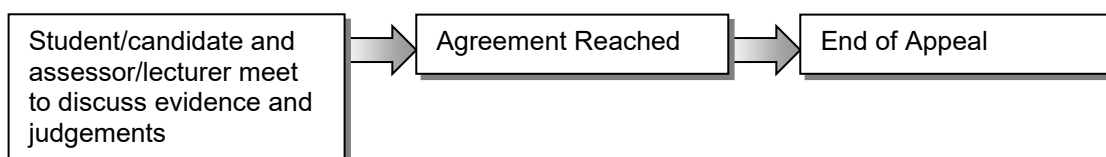
WEST LANCASHIRE COLLEGE

ASSESSMENT APPEALS PROCEDURE 2025 – 26

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.

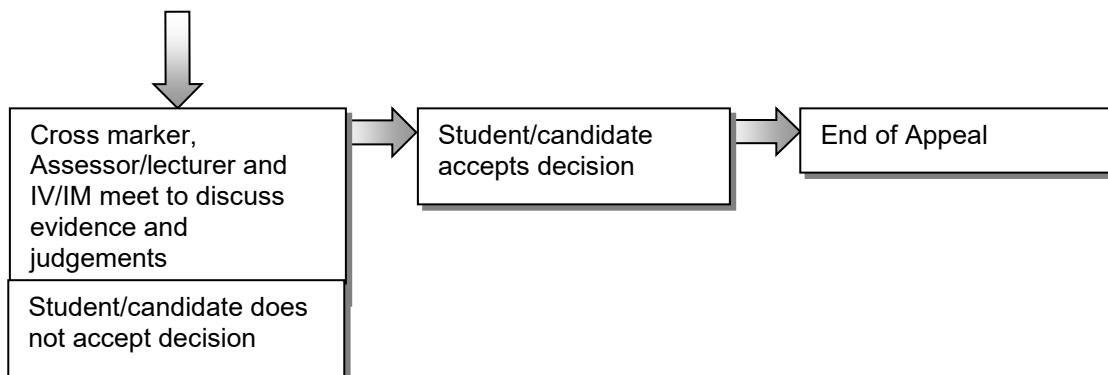
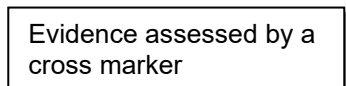
Stage 1

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



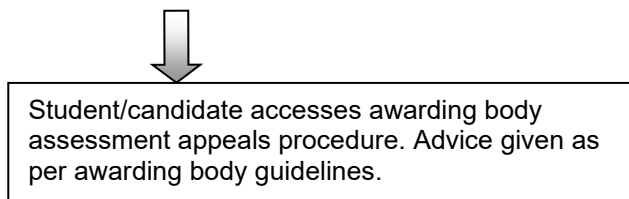
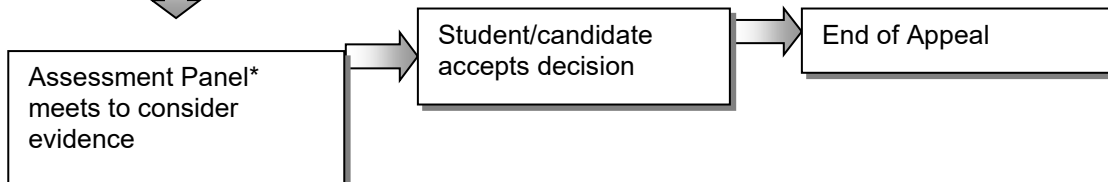
Stage 2

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

Signed (Student/Candidate): _____

This form is to be 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: _____

**Cross Marker
Comments on Evidence**

**Agreed Statement
Assessor/Lecturer/Cross Marker/Internal Verifier or Moderator**

Date of meeting: _____

I accept the decision

Signed (Student/Candidate): _____

This matter has not yet been resolved to my satisfaction and I wish to proceed to Stage 3

Signed (Student/Candidate): _____

**Internal Verifier or
Moderator:** _____

**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 Departm

Decision communicated to Student/Candidate

Signed (Student/Candidate): _____

Date: _____

WEST LANCASHIRE COLLEGE

Appeals relating to access arrangements and special consideration

Access arrangements and special consideration decisions are based on an inter-awarding body agreement, set out in the JCQ publication Access Arrangements and Reasonable Adjustments and A guide to the special consideration process

<https://www.jcq.org.uk/exams-office/Access-Arrangements-and-Special-Consideration>

After consulting the relevant documents, the Head of Centre may appeal on the behalf of a candidate or group of candidates.

The appeal should be either a written request or on the [JCQ App1 form](#). This must clearly state the grounds for appeal and include any relevant evidence to support the appeal.

Before appealing, it may help if the Head of Centre discusses the situation with the awarding body's appeals officer, sometimes this resolves the matter without going to appeal.

The preliminary appeal must be made within 14 calendar days of receiving the original decision letter.

The appeal follows the layout of the preliminary appeal.

Once completed a report detailing the awarding body's decision will be sent to the Head of Centre. If the Head of Centre is still dissatisfied an Appeal hearing can be requested. This should be done either in writing or on the [JCQ App1 form](#), **within 14 calendar days of receipt of the preliminary appeal report.**

The decision of the Appeal hearing panel regarding access arrangements will be final.