



Internal Assessment Procedure

Policy Statement

5 E Ltd is committed to ensuring that whenever its staff assess learner's work, this is done fairly consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Learners work should be produced and authenticated according to the requirements of the awarding bodies as set out in the Internal Assessment Policy. Consistency will be assured by internal moderation and standardisation.

If a learner feels the assessment procedures have not been properly conducted or where they believe that the decision is unfair, they may make use of this appeals procedure. Appeals may only be made against the process that lead to the assessment and not against the mark or grade.

This applies whether the assessment event or decision is:

- Formative or summative
- Graded or ungraded
- Made by an individual assessor or a course team with or without internal verification.

Scope

This policy and procedure applies only to internal assessments. It does not deal with external assessments for which the awarding bodies have published their own Appeals Procedure. A copy of the Procedure can be requested from your tutor

Actions to Implement and Develop Policy

All efforts must be made to use the Informal Procedure before moving on to the Formal Procedure.

Stage 1

Informal Procedure

Any learner who wishes to appeal against an assessment decision should bring the matter to the attention of their assessor/tutor within one working week of receiving the assessment decision. If the assessment decision results from a Course Team meeting, the Assessor will explain the meeting decision to the learner.

If the learner is not satisfied with the explanation, the assessor will refer the matter to the Curriculum Development Manager who will arrange for a second assessment of the permanent evidence (script, report, recording, artefact, etc.) within five working days of the matter being referred to him.

In light of any additional opinion obtained, a decision may be made to:

- (i) Accept the original decision.
- (ii) Modify the decision.

This should take place within five working days of referral of the matter to the Curriculum Development Manager.

If having completed all the above, the learner is still not satisfied then the learner may invoke the Formal Procedure by writing to the Curriculum

Development Manager within five working days of receiving the informal decision.

Stage 2

Formal Procedure

On receiving written notice of the appeal from the learner, the Assessor and the Learner should complete Section 1 of the Candidate Appeal Form (CA1). The form will be passed on to the Appeals Panel. The Panel shall consist of the Senior IV as the Chairperson accompanied by the Senior Assessor and the Quality Manager.

The Panel shall meet to review the evidence available, consider whether further information is required and act accordingly. The following should be included if appropriate:

- a. The permanent evidence of assessment.
- b. Section 1 of form CA1.
- c. Evidence from a second assessor.
- d. Evidence from an internal verifier.
- e. Whether any equality issues has influenced the original assessment, whether these have been raised by the Learner within their submission or not

When all necessary information is assembled, the panel will meet to consider the case. All information will be provided to the parties prior to the hearing. No new documentary evidence will be accepted subsequently unless it is agreed by all parties.

The learner and the assessor may be invited for a meeting for the purpose of presenting or clarifying evidence.

The panel will reach a decision within three working weeks of the notice of appeal and inform the candidate both orally and in writing.

Section 2 of the form CA1 will be completed by the Panel Chairperson.

Records of the appeal are to be retained on the course file and made available to the External

Verifier or Moderator. The decision of the panel is subject only to External Verification or Moderation.

Monitoring & Evaluation

The Senior Management Team will monitor the operation of the policy by:

- Receiving termly reports on appeals received and their outcomes.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments
- *Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Review of policy

This policy was reviewed in June 2021. The policy will be next reviewed in June 2022.

If you require this policy in a larger font size, please contact the HR Department.