**MEDWAY ADULT EDUCATION**

**Entry 3 Award in Employability**

# **Appeals Procedure**

## Appeals against assessment decision

Every candidate has the right to appeal against any decision made by their assessor should they disagree:

1. The candidate must inform their assessor of their dissatisfaction and intention to appeal within 7 days of assessment.
2. Letter of appeal from candidate, assessment report and candidate portfolio must be sent to the Programme Manager within 14 days of the assessment decision.
3. The Programme Manager will then forward all documentation to the IQ panel for consideration within 7 days.
4. The IQ panel will review assessment and advise all parties concerned on the decision within 14 days of receipt of the documentation.
5. IQ will then contact EQA for guidance and clarification
6. If the candidate wishes to appeal against the IQ panel’s judgement they should write to NCFE, Q6, Quorum Park, Benton Lane, Newcastle upon Tyne, NE12 8BT.

##### **APPEALS POLICY**

As a registered candidate you have the right to appeal against any decisions on the following grounds:

* Assessment procedures are not properly carried out.
* Assessments are inconsistent.
* Unfair demands are placed upon you.
* You believe the assessor to be biased in their judgements.
* Assessment is not conducted according to the awarding body guidelines.

It is your responsibility to appeal as soon as possible when you feel your right to fair, accurate and non-bias assessment has been breeched. This must be done before internal verification of your work has validated the assessment of performance or other evidence.

Appeals Procedure

Before submitting an appeal you may, if you wish, discuss your concerns, in confidence, with a member of the MAE management team, the lead IQA or the EQA.

1. Your appeal must be submitted on form A1. A copy of which is included in your candidate handbook. Please give as much information as possible in order that the matter may be investigated appropriately and without delay.
2. You appeal will be acknowledged within 7 days of receipt.
3. Within 14 days the Assessment Board, comprising of a Head of Curriculum, an experienced assessor (other than your named assessor) and at least one independent advisor will hear your appeal. You are welcome to attend and can bring a “supporter” with you if you wish.
4. You will be informed of the outcome of your appeal immediately.
5. All information will be treated in strictest confidence.

6. Making an appeal will not negatively affect your continuing studies or any future assessments.

**DECLARATION**

I confirm that I have been aware of the NCFE appeals procedure and have been informed of how to make an appeal if I so wish.

Candidate name: Shipa Begum Ahmed

Candidate signature: 

Date: 31/01/2025