

Appeals Policy

Section A – Appeal against an Internal Assessments for External Qualifications

Introduction

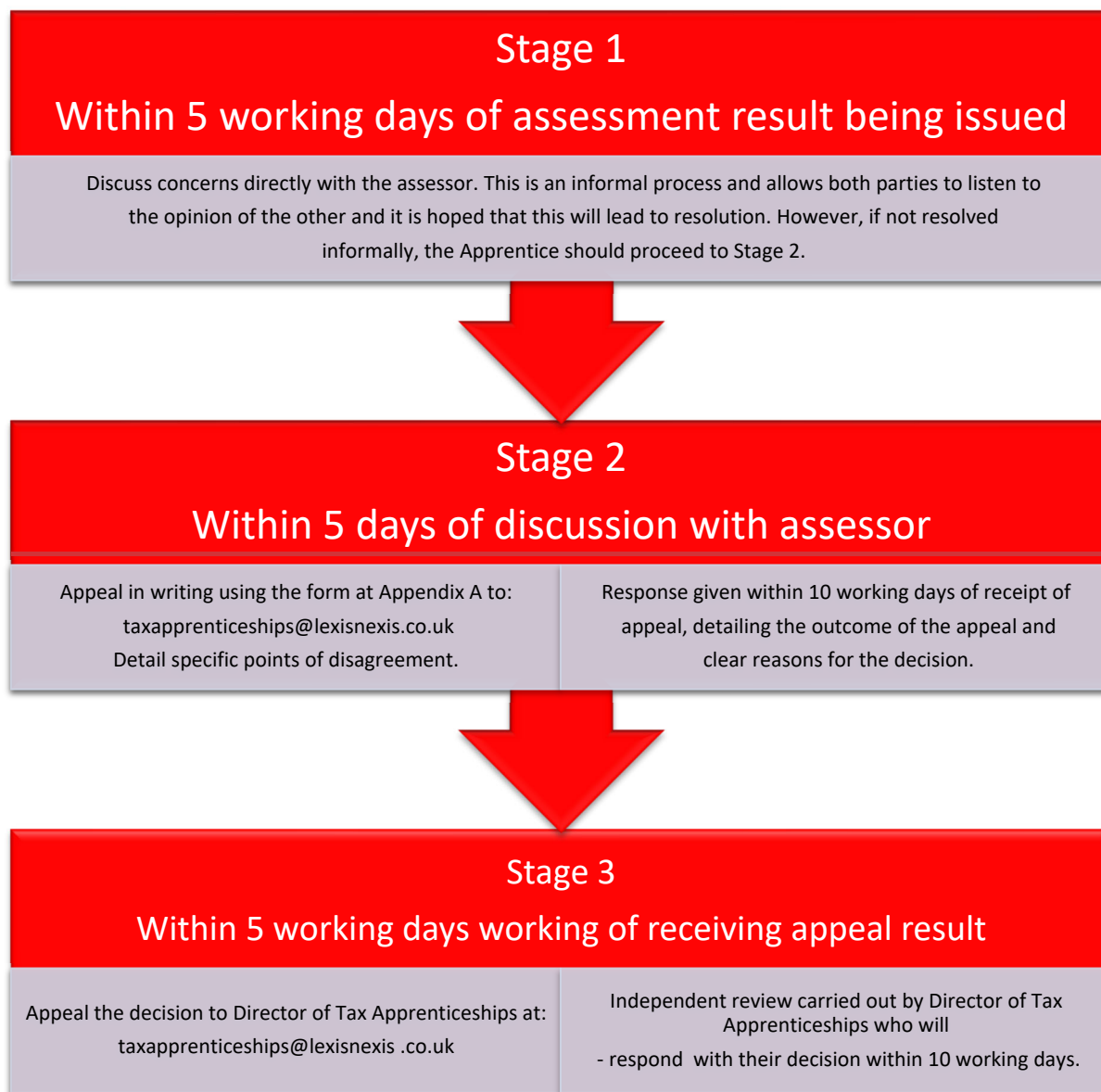
This section of the policy sets out the framework under which Tolley®Exam Training will deal with appeals against internally assessed decisions, to ensure that a defined process and procedure is followed in a fair and consistent way for apprentices. It relates solely to internal assessments and all appeals in relation to external assessments should be made in line with the appeals policy of the appropriate awarding body.

Tolley®Exam Training is committed to ensure that:

- internal assessments are conducted by members of the team who have the appropriate knowledge, understanding, skills and training;
- assessment evidence is produced in accordance with the requirements of the Awarding Body concerned;
- work is assessed in accordance with the specification relating to the qualification;
- assessment is free from bias and discrimination, in line with the Quality and Diversity Policy;
- a standardisation process is used to maintain a consistent approach to assessment.

Process of appeal

If an apprentice has any concerns about the procedure used in assessing their work internally, they should proceed according to the process detailed below.



Structure of review undertaken at stage 2

On written request, the apprentice will be given access to all comments recorded by the assessment centre in relation to the assessment under appeal, including the comments from any Internal Quality Assurance review. If applicable, any relevant correspondence between the assessment centre and the awarding body will also be provided.

The Director of Tax Apprenticeships will undertake an independent assessment of the apprentice's work, to ensure the processes used conformed with the Qualification Specification for the specific qualification of the awarding body.

Record retention

Records of all appeals, including documented evidence, must be retained until the appeal is resolved after which it will be kept in line with the GDPR policy.

Section B – Appeal against allegation of malpractice and/or plagiarism

Introduction

This section of the policy deals with the framework under which Tolley®Exam Training will deal with appeals against accusation(s) of malpractice and/or plagiarism.

All accusations of malpractice and/or plagiarism will be investigated in line with the Malpractice and Plagiarism Policy. If the accusation is upheld, the individual(s) involved will be able to appeal this decision, by email to taxapprenticeships@lexisnexis.co.uk. The appeal decision will be reviewed by the Director of Tax Markets with appropriate reference to the awarding body, and their decision as to whether the accusation remains upheld will be final. If the Director of Tax dealt with the appeal in the absence of the Director of Tax Apprenticeships, the latter would then deal with the appeal. That way, any decision at the appeal stage will be independent of the initial decision.

APPENDIX A - APPEAL FORM

Apprentice name.....

Subject and course to which appeal relates.....

Specific assessment to which appeal relates.....

This is an appeal against:

- My internal assessment marking
- An allegation of malpractice or plagiarism

Tick appropriate box

Reason for appeal

(Please give clear reasons for appeal in box below and attach any relevant evidence)

Continue on separate sheet of paper if needed

Signed..... (Apprentice)

Date of appeal.....

Please email the completed form to taxapprenticeships@lexinexis.co.uk

The apprentice will be sent written confirmation of receipt