

## Appeals against assessment decisions

This Appeals Procedure is normally used if you feel that the WEA has made an unfair assessment decision.

- 1 If you are unhappy with any aspect of the assessment and award process, you should first discuss the problem with your tutor within five working days of receiving your result. You must make clear the reason for the appeal at this time and your tutor will make and keep a written record of your discussion with the date and the outcome. The record will be forwarded to the Accreditation Manager. The WEA will confirm receipt of your appeal within three working days.
- 2 If you aren't satisfied with the outcome of your appeal, you should send a letter to the Regional Accreditation Manager, through Regional Office. Addresses are on the back of the Complaints Procedure. Again, we will confirm receipt of your appeal WEA within three working days.
- 3 The Accreditation Manager will contact the tutor/Internal Verifier to discuss the reasons for your appeal and will investigate, taking into account your particular circumstances. In some cases, the Accreditation Manager will decide that you should be re-assessed by another tutor who teaches the same accredited course. If this isn't possible, the internal verifier will be asked to internally verify your assessment and provide both you and your tutor with feedback.
- 4 You may be offered the opportunity (depending on the circumstances) to either:
  - Contribute additional work needed to achieve accreditation
  - Re-sit the assessment
- 5 If necessary, the relevant Awarding Body will be consulted and guidance sought. You will be kept fully informed and will receive any decisions and findings in writing.
- 6 If the you are still not satisfied, then you can make an appeal to the WEA Regional Secretary in writing. He or she will review what has happened and consult the awarding body.
- 7 The decision of the Awarding Body is final.
- 8 The Appeal results will be reported to the appropriate External Moderator or External Verifier.