

WEA Assessment Appeals Procedure

The WEA Assessment Appeals Procedure can be implemented if you feel that the WEA has made an unfair assessment decision.

Stage 1

Speak to your tutor

If you are unhappy with the result of your assessment, you have 5 working days from the date you receive the assessment result, to appeal to your tutor.

Please make clear the reason for the appeal. Your tutor will acknowledge your appeal within 3 working days and will invite you to discuss the matter.

Your tutor will contact all staff involved in your assessment to gain further information. This will include the WEA Internal Quality Assurer (IQA) who is responsible for ensuring that your qualification is delivered to awarding body standards. Information about your assessment will be used to inform discussions.

The WEA Internal Quality Assurer (IQA) for your qualification may decide that your work should be re-assessed.

You may be offered the opportunity to either:

- a. Contribute additional work needed to achieve
- b. Re-sit assessment activities

You will receive a final decision from the WEA within 14 working days of the tutor acknowledging receipt of your appeal. The WEA will keep a written record of this; detailing the outcome and the date of this outcome.

The result of your appeal will then be reported to the appropriate awarding body.

If you are still unhappy with the assessment outcome, you can ask for your appeal information to be forwarded to the WEA's EME and Accreditation Manager who will make a final decision- see Stage 2.

Stage 2

Speak to the WEA EME and Accreditation Manager

The EME and Accreditation Manager will confirm receipt of your appeal information within 3 working days. They will contact the tutor/assessor and the IQA to discuss the reasons for your appeal and the outcomes to date.

The EME and Accreditation Manager will investigate and inform you directly of the outcome of your appeal within 14 working days of them acknowledging receipt of your appeal.

The decision of the EME and Accreditation Manager is final.

The appeal outcomes will be reported to the appropriate awarding body

You maintain the right to make a complaint following this final decision – please refer to the WEA’s Complaints Procedure.

Record Retention

When an appeal is investigated, the WEA will retain related records and documentation for 3 years. Records should include any scanned copies of student work, assessment or verification records, appeal records and outcomes.

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
July 2021	July 2022	EME and Accreditation Manager	Director of Quality and Student Services