

# WEA Appeals Against Assessment Procedure

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

## **Stage 1**

### **Contact 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.

In most cases, your tutor will have assessed your work. However, where that is not the case, your tutor will contact the assessor. They will also contact the WEA Internal Quality Assurer (IQA) who is responsible for ensuring that your qualification is delivered to awarding body standards. The IQA will notify the Accreditation, Quality & Development Manager. 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 allocated to a new assessor or IQA and should be re-assessed.

You may also be offered the opportunity to either:

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

You will receive a decision relating to your appeal 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. This will be sent to and retained by the Accreditation Team.

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

If you feel unable to approach your tutor about your appeal, you should report concerns to the Course Manager. They will link with the tutor and IQA.

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

## **Stage 2**

### **Contact the WEA Accreditation, Quality & Development Manager**

The Accreditation, Quality & Development 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 Accreditation, Quality & Development 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 Accreditation, Quality & Development 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 learner work, assessment or verification records, appeal records and outcomes.

<b>Date of this Review</b>	<b>Date of next Review</b>	<b>Policy reviewed and updated by:</b>	<b>Policy approved by:</b>
July 2024	July 2025	Accreditation, Quality & Development Manager	Director of Curriculum, Quality & Safeguarding