

# Charlotte's Forest School



## Candidate Appeals Policy & Procedure

## Appeals Policy and Procedures

### Appeals to Charlotte's Forest School

#### 1.1 Appeals

Any individual or organisation that is affected by an assessment decision made by Charlotte's Forest School and their assessors is eligible to take advantage of the appeals process.

#### 1.2 Candidate appeals

Appeals may be made regarding areas of concern from candidates, including but not limited to:

- Administration and assessment errors
- Perceived discrimination
- Request for reasonable adjustments or special considerations
- Failure to take into account any special circumstances
- Decisions relating to malpractice or misconduct

Candidates are strongly recommended to informally pursue any appeal, enquiry, or grievance by making a telephone or email enquiry to Charlotte's Forest School before following formal systems, as many appeals can be resolved satisfactorily through these informal means.

There is a time limit for making appeals of 3 weeks from course completion. There is a time limit of a further 3 weeks for Charlotte's Forest School to review this appeal. An appeal review fee is payable to Charlotte's Forest School (refundable if the appeal is upheld).

Disagreement with an assessment judgement is not normally grounds for an appeal. Charlotte's Forest School assessors follow strict criteria when making their assessment decisions in accordance with ITC assessment specifications.

Appeals generally fall into the following broad categories:

- a) Administration error - perhaps a mistake in recording results.
- b) Assessment error - perhaps using criteria other than those specified in the qualification.
- c) Discrimination - the method of assessment was not fair and reasonable under the circumstances, or the assessor was biased or prejudiced.
- d) Decisions regarding reasonable adjustments and special considerations

#### 1.3 Specific point of contact

Ask for Charlotte Atkinson. Telephone 07879 653488

#### 1.4 Summary of appeals process

The full appeals process is summarised below. It is anticipated that most queries will be resolved informally by Charlotte's Forest School with a minimum of delay.

- a) Clarification of the original decision
- b) Informal dialogue to review the context and criteria of the decision.
- c) If informal methods are unsuccessful then a formal appeals in writing can be initiated by the affected individual.
- d) Charlotte's Forest School to contact and discuss the assessment decision with the course assessor and review all available and relevant evidence.
- e) Reference may be made to ITC First for guidance, if specialist expertise is required.
- f) Appellant informed of decision and any subsequent actions by the Centre.
- g) Where the decision is over turned the affected individual will be informed.
- h) Where the decision remains unchanged or the affected individual is dissatisfied, the candidate may refer directly to ITC First using their Appeals Procedure that is available as a download from the website or by request to the ITC Office.

- i) All candidates have the right to raise a complaint to the external regulators of the qualification they are enrolled upon, regarding their appeal. If candidates are not satisfied with how their appeal has been handled by ITC First then learners may refer to the appropriate external national regulator Ofqual, WG or SQA accreditation.

Ofqual – [www.ofqual.gov.uk](http://www.ofqual.gov.uk)

SQA Accreditation – [www.sqa.org.uk](http://www.sqa.org.uk)

Qualifications Wales - [www.qualificationswales.org/english/](http://www.qualificationswales.org/english/)

Note: Regulators will scrutinise Charlotte's Forest School and ITC First against their published procedures. The regulators cannot overturn assessment decisions or academic judgments.

### **1.5 Monitoring, reporting and evaluating appeals decisions**

Candidates appeal enquiries will be dealt with according to the timescales contained in Charlotte's Forest School Customer Charter. Should the result of an appeal call into question the accuracy of other Charlotte's Forest School results then each questionable result will be investigated by the Centre Director. Appropriate and proportionate action will then be taken which may include:

- a) An increased level of scrutiny in the relevant area.
- b) Reporting to our Awarding Organisation/Body

### **1.6 Personal interest**

All appeals decisions made by Charlotte's Forest School will follow these published procedures and will be taken by individuals who have no personal interest in the decision(s) being appealed.

### **1.7 Appeals against Charlotte's Forest School decisions**

These maybe referred to ITC First only after the full Centre appeals process has been followed.

Contact:

ITC First Awards Manager

0345 370 7610

[www.itcfirst.org.uk](http://www.itcfirst.org.uk)