

**APPEALS FORM FOR ASSESSMENT**

**Learner Informal Appeal (Stage 1)**

Learners are required to complete this form when making an Appeal against the outcomes of an Assessment decision, to be discussed with the Assessor.

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| Learner’s Name: | |  | | |
| Date of Assessment: | |  | | |
| Name of Assessor: (against whose decision the Appeal is being made) | |  | | |
| Nature of the Appeal: | | | | |
|  | | | | |
| Details of Original Assessment Decision: | | | | |
|  | | | | |
| Learner’s Signature: |  | | Date: |  |

To be completed by the Assessor.

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| --- | --- | --- | --- |
| Date of Meeting: |  | | |
| Assessor’s Response: | | | |
|  | | | |
| Assessor’s Signature: |  | Date: |  |
| Learner’s Signature: |  | Date: |  |

**Where the outcome cannot be resolved with the Learner and Assessor directly, the IQA will examine all evidence and may request a Re-Assessment for the Learner with another Assessor.**

To be completed by the Internal Quality Assurer (IQA).

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| Date of Appeal Investigation/Review: |  |
| Investigation /Review Participants: |  |
| Investigation/Review Details: |  |

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| Outcome (Tick one only) | | | |
| Uphold the original Assessment Decision | | |  |
| Offer the Learner an opportunity for a Re-Sit/Assessment free of charge | | |  |
| Overturn the original Assessment Decision | | |  |
| IQA Signature: |  | Date: |  |
| Assessor’s Signature: |  | Date: |  |
| Learner’s Signature: |  | Date: |  |

**Learner Formal Appeal (Stage 2)**

If the Learner remains dissatisfied with the Assessment Decision and wishes to challenge the outcome of Stage 1, then a Formal Appeal should be made in writing to the Programme Manager or Director of Quality & Training within **2 weeks (14 working days)** of the original Assessment Date.

The Programme Manager or Director of Quality & Training will write to the Learner to acknowledge receipt of the Appeal within **2 weeks (14 working days)** of receipt of the written Appeals Form and will outline the next course of action to be taken.

The Director of Quality & Training or the Principal will notify the External Quality Assurer/Standards Verifier from the relevant Awarding Body, who will investigate further and advise of the final outcome decision to be made.

Learners are required to provide as much information as possible regarding the disputed Assessment Decision when completing the Appeals Form. Information should include:

* the date and type of the assessment (ie observation of practical work, assessment of a set task/assignment, result of an internally assessed question paper)
* the name of the Assessor involved
* a brief outline of the reason for the Appeal, stating as many facts and/or examples as possible
* include any associated documents (i.e Learner evidence, record of feedback from the Assessor involved)

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| --- | --- |
| Learner’s Name: |  |
| Learner Registration Number: |  |
| Learner’s Address: |  |
| Email Address: |  |
| Contact Number: |  |
| Date of Assessment 1: |  |
| Date of Re-Assessment (if applicable): |  |
| Date Appeal Submitted |  |
| Name of Assessor (against whose decision the Appeal is being made): |  |

Describe the reasons for your Appeal as fully as possible. Please include **copies** of any associated documents (eg learner evidence, record of feedback from the Assessor involved). Learners should keep a copy of this form.

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| Type of Assessment and nature of the Appeal: |
| Please attach an additional sheet, if necessary |

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| --- | --- | --- | --- |
| Details of Original Assessment Decision: | | | |
| Please attach an additional sheet, if necessary in addition to any supporting evidence | | | |
| Learner Signature: |  | Date: |  |

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| Programme Manager or Director of Quality & Training Name: | |  | | |
| Date Appeal Received: |  | | Date Appeal Acknowledged with Learner: |  |

Please return this form to:

Programme Manager / Director of Quality & Training

Reynolds Training Academy, Orchard House, Kent Road, Dartford DA1 2AJ

or [training@reynoldsgroup.co.uk](mailto:training@reynoldsgroup.co.uk) addressed to the Programme Manager or Director of Quality & Training

**Learner Formal Appeal (Stage 3)**

Should the Learner and Reynolds Training Academy have followed Stages 1 and 2 of the Assessment Appeals Procedure, the Programme Manager or Director of Quality & Training will make contact with the External Quality Assurer / Standards Verifier from the Awarding Body to share the documents and all evidence of the Appeal with them within a **2 week period (14 working days).**

The Awarding Organisation will review all details and will make a decision on the Assessment outcome. The Awarding Organisation may contact Reynolds Training Academy and/or the Learner directly with their final decision.

Further information relating to Policies and Procedures can be found on the Awarding Organisation Websites:

Active IQ

<https://activeiq.co.uk/>

UAL

<https://www.arts.ac.uk/>

VTCT

<https://www.vtct.org.uk/>

Pearsons

<https://qualifications.pearson.com/en/home.html>

RTA Assessment Appeals Form 2024 – 8-3-2024