



Appeals Policy

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1. Purpose

Laburnum Boat Club is committed to providing high quality teaching and learning for its learners with assessments carried out in a fair, consistent and reliable manner. This policy is in place to provide learners with the mechanism to enquire, question and/or appeal against an assessment decision.

2. Scope

This policy covers all formal teaching and assessment courses carried out at Laburnum Boat Club. As the club also trains on behalf of British Canoeing Awarding Body (BCAB) and the Royal Yachting Association (RYA), it may well be that their appeals process is more appropriate.

3. Policy Details

3.1. Policy Statement Laburnum Boat Club operates a rigorous system of internal verification to validate fair assessment that complies with awarding body requirements. It is recognised that there may be circumstances when individual learners or groups are unhappy with an assessment decision. The Appeals Policy should be used by any learner who believes that a piece of work has been assessed unfairly, inconsistently or not in accordance with the standards and level required by the Awarding Body.

3.2. The policy aims to: -

3.2.1. reach agreement between the learner and assessor at the earliest opportunity

3.2.2. standardise and record any appeal to ensure openness and fairness

3.2.3. facilitate a learner's ultimate right of appeal to the Awarding Body

3.2.4. protect the interests of all learners and the integrity of Laburnum Boat Club and the qualification.

3.3. Responsibilities Tutors should make learners aware of the Appeals Policy during induction.



3.3.1. Learners should familiarise themselves with the Appeals Policy and inform their tutor if they are not satisfied with an assessment.

3.4. Potential impact on Equality, Diversity and Inclusivity Laburnum Boat Club will ensure that all procedures are in line with its Equalities, Diversity and Inclusion Policy and that reasonable adjustments are made if necessary to ensure all barriers are removed to enable a fair process to be adhered to.

3.5. Procedure Laburnum Boat Club, in line with its values of fairness and openness, encourages learners to discuss any concerns with the Tutor/Assessor in the first instance. If they remain dissatisfied, they should follow the appeals procedure outlined below. Details of any learner appeal should only be discussed with others involved in the appeals process. The learner's confidentiality must be respected at all times. Any enquiry, question or appeal should be made as soon as possible after the assessment decision. An appeal must be made within 5 working days after receiving the assessment results.

3.6. Stage 1 – Formal Re-Assessment The learner must present a written appeal to the Club Coordinator within 5 working days of receiving the assessment result. The appeal should include details of why they feel that the work has been assessed unfairly, inconsistently or not in accordance with the standards and level required by the Awarding Body. Any evidence or correspondence relevant to the appeal should be attached. The Club Coordinator, or their nominated expert, will carry out relevant investigations based on the nature of the appeal. There are two possible outcomes: -

3.6.1.1. The original assessment decision remains unchanged.

3.6.1.2. The assessment decision is amended – this could be both up or down. The Club Coordinator, or their nominated expert, should document the decision with their reasons on the appeal. The Club Coordinator will advise the learner of the decision no later than 10 working days after the appeal is made. The decision should be documented on the appeal and a copy of the appeal given to the learner. The learner should consider the Club Coordinators' comments and decision and decide whether to accept the outcome of the formal re-assessment. This should be indicated on the appeal and signed and dated by the learner. The appeal should be returned to the Club Coordinator within 5 working days of receiving the reassessment decision. If the learner has not accepted the reassessment decision, the chair of the management committee, or their nominated committee member, will coordinate the move to Stage 2 of the appeals procedure.

3.6.2. Stage 2 – Assessment Appeals Panel If an assessment appeal remains unresolved at Stage 1 of the procedure, an Assessment Panel will review the appeal. The Management Committee chair will nominate suitable members of staff/management committee for the Assessment Panel including an experienced member of teaching staff to lead the investigation into the assessment appeal. This person must be independent of the previous stage of the investigation. The panel will consider the findings of the investigation and decide whether:

3.6.2.1. The original assessment decision remains unchanged.

3.6.2.2. The assessment decision is amended – this could be both up or down The Panel should document their decision and reasons on the appeal. If appropriate, they should also record any further actions required as a result of the findings from the investigation. The outcome of the appeal will be reported back to the learner and Club Coordinator within 10 working days of the appeal being received at Stage 2.

3.6.3. Escalation to Awarding Body If the learner remains dissatisfied with the decision of the Assessment Panel, the Management Committee chair will help facilitate escalation to the relevant Awarding Body.

Adopted: March 2024

Next Review: March 2027