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ASDAN APPEALS POLICY

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Version History	
V23.1	No amendments
V25.1	No amendments

ASDAN APPEALS POLICY

Introduction

This policy addresses the situation where students may wish to appeal against a grade, he / she has received for a qualification.

Access

Students have access to the policy via Shorefields website.

This policy is reviewed and may be amended in response to feedback from students, staff, parents and external organisations.

Policy Statement

If any student wishes to appeal a decision, they should follow the following procedure.

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate when he / she received the grade / mark.
3. If the student is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with the qualification.
4. The student will be informed of the outcome of the re-marking by letter.
5. If the student wants to continue the appeal, he / she needs to contact the exams officer, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved.
6. Please note. A student must have the support of the centre to be able to appeal against a result.