



The appeals procedure for internal assessments

Abbeydale is committed to the provision of fair internal assessment of all apprentices' work to agreed standards.

If an apprentice believes that the internal assessment of any work, assignment, activity, or exercise has not been fair, she/he should adopt the following procedure:

- 1 Negotiate directly with the tutor responsible for the assessment.
- 2 If dissatisfied with the result of such negotiation, request an interview by appointment with the relevant course tutor/programme manager and/or (where appropriate) the internal verifier to discuss the assessment further.
- 3 If dissatisfied with the result of such discussion, make a written appeal to the Director.

The apprentice will be invited to a review panel meeting which will include the Directors, the apprentice's tutor, the lecturer responsible for the assessment in question and (where appropriate) the internal verifier. The decision of such a panel will be notified in not more than 10 working days.

The appeals procedure for external assessments

If an apprentice believes that the external assessments have not been conducted or graded fairly, we will signpost the apprentice to CQ's appeals procedure available on their website and the USB drive provided on induction day.