



**Peer Research
Network**

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The Young Foundation

Appeals Policy & Process

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The Young Foundation is a registered charity in England and Wales.
Our charity number is 274345. We are also a company limited by
guarantee. Our company number is 1319183.



Introduction

This policy is for students, tutors, mentors, and approved organisations who are working towards or delivering the qualifications offered by The Young Foundation.

This policy relates specifically to appeals in relation to assessment outcomes. There is a separate Complaints Policy & Process (available on our website) for all other issues relating to course delivery.

Appeals handling

All appeals will be referred to the Lead Assessor responsible for Internal Quality Assurance. Appeals will be reviewed on a semi-annual basis to ensure any patterns/trends or other issues are identified and processes adapted as required.

A written record of all appeals will be kept by The Young Foundation. This will include the outcome of the appeal and the reasons for the decision. A copy will be given to the candidate.

The Awarding Body or Organisation of externally validated qualifications will be kept informed of all appeals. The Body or Organisation may become involved at any stage of the appeals process.

Grounds for appeal

A candidate may appeal an assessment decision if they have reason to believe that we have:

- failed to correctly apply the published assessment criteria or processes, or
- have made an administrative error in handling the assessment

A failure to comply with the assessment procedures required by the Awarding Body can also constitute grounds for appeal.



Appeals process

All candidates have the right to appeal an assessment decision. Any appeal should be made within 10 working days of the assessment outcome notification.

Before lodging an appeal, a candidate should discuss the decision with their tutor and agree the basis on which an appeal is being made.

Stages of the appeals process

Stage 1

- A. The candidate submits in writing the grounds on which they are making an appeal
- B. The original assessor reviews the appeal and provides a written response which will either
 - i. Explain in further detail the reason for the original decision
 - ii. Revise the assessment outcome with a written explanation of the reasons for this

If the candidate agrees with the outcome of Stage 1, the appeal is closed.

If the candidate remains dissatisfied, the appeal moves to Stage 2.

Stage 2

A Stage 2 appeal must be made within five working days of receiving the outcome notification from Stage 1.

- A. The candidate submits in writing the appeals form (Appendix 1) and required supporting materials
- B. The appeal is referred to the Internal Quality Assurance (IQA) Panel for review
 - i. The candidate will receive confirmation of the referral within 5 working days
- C. The IQA Panel will review the appeal within 20 working days of receipt

- i. The IQA Panel does not re-mark or re-assess submissions
 - ii. The IQA Panel will scrutinise the following information in order to reach a decision: the assessor's original report and subsequent clarification from Stage 1; the candidate's appeals form; any other relevant evidence submitted by the candidate
- D. The IQA Panel will reach a decision and communicate this to the candidate within 3 working days of the Panel meeting. Decisions can be either:
- i. Uphold original assessment decision
 - ii. Invite candidate to resubmit free of charge
 - iii. Amend assessment decision

If the candidate agrees with the outcome of Stage 3, the appeal is closed.
If the candidate remains dissatisfied, the appeal moves to Stage 3.

Stage 3

A Stage 3 appeal can be made to the Awarding Body or Organisation who will follow their own appeals policy and procedures. Stage 3 appeals must be made within 5 working days of receiving notification of the outcome of Stage 2.



The Young Foundation: Stage 2 appeals form

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You must complete this form to submit a Stage 2 appeal. Forms should be submitted to research@youngfoundation.org with "Stage 2 appeal" as the subject line.

Candidate name	
Candidate number	
Delivery organisation	
Email address	
Contact number	
Name of qualification	
Date of assessment	
Name of original assessor	

Please provide full details of the reason for your appeal

You must include an explanation of why you disagree with the additional information provided through the Stage 1 appeals process.

Please attach additional sheets if necessary

Please list any supporting evidence you are supplying as attachments

Bullet point list with 1-2 sentence summary of relevance to appeal



-

Candidate signature	
Date	

To be completed by IQA

A copy of this form will be provided to the candidate along with the final decision of the IQA.

Candidate name	
Candidate number	
Delivery organisation	
Name of qualification	
Date of assessment	
Name of original assessor	

Date of panel meeting	
Panel members	

Details of the meeting
To include rationale for final decision and evidence considered

Final decision

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Uphold original decision

Invite to resubmit free of charge

Amend assessment decision

IQA Panel Lead signature

Date

Date policy last reviewed	October 2022
Reviewer	TG
Date of next review	October 2023

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