



National Star

Realising the aspirations
of people with disabilities

Initial assessment appeals procedure

If learners wish to appeal against an assessment decision, they must notify National Star College in writing within two weeks of receiving the decision.

Stage 1

- The appropriate director will check the assessment decision against the supporting evidence from the assessment interviews and supporting reports.
- The appropriate director will then notify the learner of the outcome in writing. This will be to confirm the assessment decision or to overturn the assessment decision.
- If the assessment decision is overturned, supporting evidence will be outlined in an offer letter copied to the learner's Careers Advisor. If there remains dissatisfaction with the decision from the director, the learner must notify National Star College within two weeks of receiving the decision.

Stage 2

- Papers are passed to the Chief Executive Officer who will review the assessment materials and check the supporting evidence from the assessment interviews and supporting reports.
- The Chief Executive Officer will notify the learner of the outcome in writing. This will be to confirm the assessment decision or to overturn the assessment decision.