

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

In the first instance the Director of Specialist Support Services, who is the college lead representative of the assessment process, will be notified. The assessment evidence will then be reviewed against the decision made, and further questions to the assessment team will evaluate the decision made and check its validity.

The Director of Specialist Support Services will notify the learners 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 or Connexions Advisor.

If there remains dissatisfaction with the decision from the Director of Specialist Support Services, the learner must notify National Star College within **two weeks** of receiving the decision.

Stage 2

The Assistant Principal will check the assessment decision against the supporting evidence from the assessment interviews and supporting reports.

The Assistant Principal 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 or Connexions Advisor.

If there remains dissatisfaction with the decision from the Assistant Principal, the learner must notify National Star College within **two weeks** of receiving the decision.

Stage 3

Papers are passed to the Principal, who will review the assessment materials and check the supporting evidence from the assessment interviews and supporting reports.

The Principal will 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 or Connexions Advisor. The Principal will make the final decision.



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