



Ickburgh Appeals Policy for Personal Progress.

February 2018

To be reviewed February 2021

Introduction

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

Students at Ickburgh School have severe learning difficulties and Profound and multiple difficulties. Their resultant global developmental delay means that they do not have the intellectual understanding of the concept of 'an appeal'. However staff can act as advocates on their behalf in this regard.

All members of staff working on ASDAN courses are made aware of and have a copy of this document.

This policy will be reviewed regularly. It can be found in the Asdan Centre folder which is kept in the Deputy Head's office. It may be amended in response to feedback from staff and parents.

Policy statement

All students at Ickburgh School have the right to appeal about any of the outcomes they receive for the qualification (Personal Progress) that they take.

Any appeal should follow the procedure detailed below:-

1. In the first instance, speak to/have an advocate speak on your behalf to the tutor who has taught the programme.
2. The member of staff will explain to the advocate why the outcome was awarded.
3. The work can be re assessed by another member of staff qualified to do so.
4. The student/advocate will be informed of the outcome of any re-assessment in writing.

Any enquiries and appeals against assessment decisions should initially be discussed internally and, if not resolved, the Centre Co-ordinator will notify ASDAN.

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