

**Appeals Procedure for ASDAN**

**Introduction**

Our aim is to provide a fair accurate assessment for all learners. Please refer to our Access to Fair Assessment Statement for further information about what you can expect from us and what we expect from you as a learner.

Where there is a grievance regarding your assessment, this procedure should be followed.

**Procedure**

In the first instance, please speak to your teacher/instructor and try to resolve the issue with him or her. Your tutor will give you clear feedback on your assessment and on how to improve your performance. If it is difficult for you to speak with your tutor for any reason then you can approach any other person who could support you to talk to them.

If you are still unhappy with your assessment, please write to the Head of Centre at West Oaks School (Kathryn Nelson), clearly explaining what you are unhappy about and what you would like to happen. Please include your contact details so that we can contact you for further information if necessary.

The Head of Centre will ask your teacher/instructor for feedback. We will consider whether our procedures have been followed correctly and whether you have been given appropriate feedback. We cannot, however, review your work. We will contact you with our decision and suggestions for a way forward as soon as possible, but certainly within one month from the date of your letter.

If you are not happy with the outcome, you can write to us again explaining exactly what you are still unhappy about and asking us to reconsider.

We will respond to your request within 1 month.

We aim to make ASDAN provision at West Oaks School a positive and rewarding learning experience for all learners. Where this is not the case we aim to make sure learners have every opportunity to make themselves heard. This procedure is intended to be an open and positive way for learners to feel listened to and for us to work together to resolve any issues that may arise.

This policy is available through the school website (policies and procedures section), candidates are to be made of aware of this policy and where it is held electronically on induction to the ASDAN programme of learning.

This policy will be reviewed annually: next update due, December 2018