

Learner Appeals Policy

2025-2026

Centre Name	Saracens Foundation
Approved/Reviewed by	Benjamin Lawrence
Last Review Date	01/07/2025
Date of Next Review	01/07/2026

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Key staff involved in the Appeals Procedure

Role	Name(s)
Development Manager	Jack Wright
Senior Development Manager	Michael Dobson
Head of Operations	Benjamin Lawrence

1. Appeals against internal assessment decisions (centre assessed marks)

Saracens Foundation is committed to ensuring that whenever its staff mark learners' work this is done fairly, consistently and in accordance with the Awarding Organisation's specification and subject-specific associated documents.

Learners' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The centre is committed to ensuring that work produced by learners is authenticated in line with the requirements of the Awarding Organisation. Where a number of subject teachers are involved in marking learners' work, internal quality assurance and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a learner believes that the above procedures were not followed in relation to the marking of his/her/their work, or that

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the Assessor has not properly applied the mark scheme to his/her/their marking, then he/she/they may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Saracens Foundation will

1. ensure that learners are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the Awarding Organisation.
2. inform learners that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
3. inform learners that they may request copies of materials (for example, a copy their marked assessment material) to assist them in considering whether to request a review of the centre's marking of the assessment
4. having received a request for copies of materials, promptly make them available to the learner within 10 working days
5. inform learners they will not be allowed access to original assessment material unless supervised
6. provide learners with sufficient time in order to allow them to review copies of materials and reach a decision, informing learners that if their decision is to request a review they will need to explain what they believe the issue to be
7. provide a clear deadline for learners to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing by completing the **internal appeals form**.
8. allow 28 days for the review to be carried out, to make any necessary changes to marks and to inform the learner of the outcome, all before the Awarding Organisation's deadline
9. ensure that the review of marking is carried out by an Assessor who has appropriate competence, has had no previous involvement in the assessment of that learner and has no personal interest in the review
10. instruct the reviewer to ensure that the learner's mark is consistent with the standard set by the centre

11. inform the learner in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the Head of Centre who will have the final decision if there is any disagreement on the mark to be submitted to the Awarding Organisation. A written record of the review will be kept and made available to the Awarding Organisation upon request.

The Awarding Organisation will be informed if the centre does not accept the outcome of a review.

The external quality assurance process carried out by the Awarding Organisation may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas external quality assurance by the Awarding Organisation ensures that centre marking is in line with national standards. The mark submitted to the Awarding Organisation is subject to change and should therefore be considered provisional.

2. Appeals against decisions made by the Awarding Body

Following the issue of results, awarding bodies make post-results services available.

If the centre or a learner (or his/her/their parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The centre will liaise directly with the Awarding Organisation (AO) and follow the AO's Appeals Procedure, ensuring all communication is clearly documented and the timelines within the AO's Appeals Procedure are followed.

The outcome of an Appeal will be communicated to relevant parties.

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Name: Benjamin Lawrence

Signature: 

Date: 01/07/2025

Role: Head of Operations – Saracens Foundation

I _____ can confirm that I have read and understood the policy and will adhere to the necessary reporting requirements of this policy in light of any incidents that I am aware of.

Name _____

Date _____

Signature _____