

STUDENT/APPRENTICE ASSESSMENT APPEAL PRO-FORMA FOR STAGE TWO

If a student/apprentice remains dissatisfied with an assessment decision after having taken it up with the tutor/assessor concerned under Stage One of the Assessment Appeals Procedure, they should:

- Ask the tutor/assessor to complete sections one and two of this form.
- Fill in section three explaining the reasons for the appeal.
- Give the completed form to the relevant Programme Lead, Apprenticeship Commercial Manager, Programme Area Manager, or the Director of the Curriculum Area within 10 working days of the end of Stage One.

SECTION ONE

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|-------------------------------------|--|
| Curriculum Area | |
| Programme Area | |
| Course Title | |
| Course Code | |
| Assessor | |
| Internal Verifier | |
| Programme Lead | |
| Unit Number | |
| Unit Name | |
| Assignment Number/Title | |
| Student/Apprentice Name | |
| Student/Apprentice ID Number | |
| Date of Assessment (work handed in) | |
| Date of Appeal | |
| Original Grade Awarded | |
| Has a stage one review taken place? | |

SECTION TWO – To be completed by the tutor/assessor.

Tutor/assessor's comments on the work and reasons for the original grading decisions. (This should be accompanied by the original assessment feedback sheet):

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| Assessor signature (email signature) | | Date | |
|---|--|-------------|--|

SECTION FOUR – To be completed by the Lead Internal Verifier/ Internal Verifier/Second Tutor/Assessor

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| Lead Internal Verifier or Internal Verifier or second tutor/assessor assessment and grading decision on the student/apprentice work: |
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|--|--|--------------------------|--|
| Does the original grade require an amendment? | | New Grade Awarded | |
| Lead Internal Verifier's/Internal Verifier's/Second Tutor/Assessor's signature: (email signature) | | Date | |

