

ACADEMY OF MUSIC & SOUND

AMS HND Internal Assessment Appeals Policy

Introduction

Candidates have the right to appeal against the results of internal assessments. The grounds for appeal which will be accepted is if candidates feel they were not treated fairly in assessments. AMS will inform candidates of their right to appeal during induction.

Grounds of Appeal could include:

- The assessment was not fit for purpose
- The assessment was unfair (e.g. biased so that some students were more likely to achieve than others, or unreasonably hard for the SCQF level)
- Reasonable adjustments for disability were not made appropriately
- Some students were given an inappropriate level of help by the assessor/teacher to pass
- The assessment environment was unsuitable (the room was too cold, the equipment didn't work etc)
- They want to appeal an assessment decision (i.e. they disagree with the assessor's judgment on the quality of their submission)

Stages of Internal Assessment Appeals

Stage 1, Informal

- A candidate can appeal to against an internal assessment, as outlined above, on an informal basis. This is to be done in person or writing to the Course Coordinator.
- The appeal must be done within 10 days of the receipt of assessment results.
- The appeal will be logged and investigated. The results of the investigation will be given to the candidate in writing within 21 days from receipt of the appeals request.

Stage 2, Informal

- If a candidate wishes to appeal against an internal assessment and they are dissatisfied with the response from their Course Coordinator or feel that they cannot approach the Course Coordinator they can informally appeal in writing to the Centre Manager.
- The appeal will be referred to the Principal at this stage.

- The appeal must be done within 10 days of the receipt of assessment results.
- The appeal will be logged and investigated. The result of the investigation will be given to the candidate in writing within 21 days from receipt of the appeals request.

Stage 3, Formal

- Formal appeals should be in writing to the Principal (an independent third party, who has not been previously involved in the assessment decision). These can be emailed to : mel.baxter@academyofmusic.ac.uk
- The appeal will be acknowledged by email
- The appeal must be done within 10 days of the receipt of assessment results.
- The appeal will be logged and investigated. The results of the investigation will be given to the candidate in writing within 21 days from receipt of the appeals request.

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Agreed by: Steve Ryan (Principal), Mel Baxter (Vice Principal)