

POLICY

ACADEMIC APPEALS PROCEDURE 2016 - 2019

Scope and Purpose

Learners have the right to appeal if they disagree with an assessment decision. This procedure is for learner's use if they wish to appeal assessment outcomes or progression judgements made by tutors. The procedure relates to learners registered at Pembrokeshire College and to programmes where the college has direct responsibility for the assessment process and decisions which lead to the award of certification.

Grounds for appeal include:

- The outcome of an assessment/assessment decisions and its marking/grading.
- The conduct of assessment.
- The adequacy of the range, nature and comprehensiveness of the evidence when set against national and awarding body standards.
- The adequacy of the opportunities offered in order to demonstrate competence.
- The suitability of the assessment in relation to the individual's additional needs and equality guidelines.
- The timing of opportunities offered to complete the assessment or resubmission.
- Any other grounds as outlined in individual awarding body guidance which can be substantiated.

The outcome of the appeal may be:

- Confirmation of the original decision.
- Recommendation that the decision be re-assessed by the same or a different assessor.
- The original assessment decision may be reversed or amended.

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1.0 General Procedure

- 1.1 The learner should make the appeal in writing within 10 working days after receiving feedback to informally discuss the assessment outcome.
- 1.2 The appeal should be made in writing to the Head of Curriculum and Quality Assurance (HCQA).
- 1.3 The HCQA will seek to find a solution through the quality assurance process directing the Head of Faculty (HoF) to work with the internal quality assurer and the learner in reviewing the evidence in line with awarding body assessment/grading guidance.
- 1.4 If an outcome is not forthcoming a formal process will be initiated. The HCQA will:
1. Convene an appeals panel chaired by the HCQA within 10 days of the appeal being lodged and notify the candidate and assessor immediately.
 2. Ensure that an independent panel is constituted of no more than 4 members of staff and who have had no previous involvement with the case.
 3. Ensure the panel receives all documentation and related evidence pertaining to the appeal.
 4. Call such evidence as appropriate to reach a fair decision.
 5. Offer the learner and the original assessor the opportunity to address the panel in person, or in writing, or both, or to be represented by an advocate who may similarly address the panel on their behalf.
 6. Communicate the decision of the appeals panel to the candidate in writing within 5 working days of the appeal being considered giving reasons for the decision.

No parties shall use legal representation within the appeals process save by mutual agreement in which case both parties will engage legal representation.

- 1.5 In the event that the case is unresolved, the learner has recourse to appeal by contacting the awarding body directly **and hence to the regulator if appropriate**. If in the event of a resulting investigation by the awarding body the learner remains dissatisfied with the outcome they can escalate their appeal to the relevant qualification regulator.

2.0 THE WELSH LANGUAGE

- 2.1 The Corporation is committed to the promotion of the Welsh Language and will endeavour to address and support the needs of the Welsh speakers in accordance with the College's Welsh Language Scheme.

Yr Iaith Gymraeg

Mae'r Gorfforaeth yn ymrwymedig i hyrwyddo'r iaith Gymraeg a bydd yn ymdrechu i ddelio ag anghenion siaradwyr Cymraeg â'u cefnogi yn unol â Chynllun Iaith Gymraeg y Coleg.

3.0 Document Control

Version	Description	Date	Creator	Reviewer	Authoriser	Document Custodian
1	REVISION	Feb 17	PMRobinson	B.Walters	S.Lusher	D. Meddings

Gweithdrefn Apeliadau Academaidd 2016-2019

Cwmpas a phwrpas

Mae gan ddysgwyr hawl i apelio penderfyniad asesu os ydyn nhw'n anghytuno gyda fe. Mae'r weithdrefn at bwrpas y dysgwr os ydyn nhw eisiau apelio penderfyniad asesu neu ddyfarniad dilyniant a wneir gan diwtor. Mae'r weithdrefn yn berthnasol ar gyfer dysgwyr sydd wedi'u cofrestru yng Ngholeg Sir Benfro ac ar gyfer y rhaglenni lle mae gan y Coleg gyfrifoldeb uniongyrchol ar gyfer y broses asesu sy'n arwain at ennill y cymhwyster.

Rhesymau dros apelio:

- Canlyniad yr asesiad/penderfyniad asesu neu'r marcio/graddio.
- Sut cynhaliwyd yr asesiad.
- Digonolrwydd ystod, anian ac ehangder y dystiolaeth o'i gymharu â safonau cenedlaethol a safonau'r cyrff dyfarnu.
- Digonolrwydd y cyfleoedd i ddangos cynhwysedd.
- Addasrwydd yr asesiad o ystyried anghenion ychwanegol yr unigolyn a chanllawiau cydraddoldeb.
- Amseru cyfleoedd i gwblhau asesiadau neu ail-gyflwyno gwaith.
- Unrhyw amgylchiadau eraill a amlinellir yng nghyfarwyddyd y cyrff dyfarnu y mae modd eu cadarnhau.

Canlyniad yr apêl fydd:

- Cadarnhau'r penderfyniad gwreiddiol.
- Argymhelliad i ail-asesu'r penderfyniad gan yr un asesydd gwreiddiol neu asesydd gwahanol.
- Gwyrddroi neu addasu'r penderfyniad asesu gwreiddiol.

1.0 Gweithdrefn gyffredinol:

- 1.1 Dylai'r dysgwr apelio yn ysgrifenedig o fewn 10 diwrnod gwaith i dderbyn adborth anffurfiol ar ganlyniad yr asesiad.
- 1.2 Dylai'r apêl gael ei wneud yn ysgrifenedig at Bennath Cwricwlwm a Sicrhau Ansawdd (PCSA).
- 1.3 Bydd y PCSA yn chwilio am ddatrysiaid trwy'r broses Sicrhau Ansawdd trwy gyfarwyddo'r Pennaeth Cyfadran i weithio gyda'r gwiriwr sicrhau ansawdd mewnol a'r dysgwr er mwyn adolygu'r dystiolaeth yn unol â chyngor asesu/graddio'r corf dyfarnu.
- 1.4 Os nad oes canlyniad amlwg o hyn bydd proses ffurfiol yn dechrau. Bydd y PCSA yn:
 1. Cynnull panel apeliadau wedi'i gadeirio gan y PCSA o fewn 10 diwrnod i gofnodi'r apêl gan hysbysu'r ymgeisydd a'r asesydd ar unwaith.
 2. Sicrhau bod y panel annibynnol yn cynnwys dim mwy na 4 aelod o staff heb unrhyw gyswllt blaenorol gyda'r achos penodol.
 3. Sicrhau bod y panel yn derbyn yr holl ddogfennau a'r dystiolaeth sy'n berthnasol i'r apêl.
 4. Galw am dystiolaeth addas er mwyn dod i benderfyniad teg.
 5. Cynnig cyfle i'r dysgwr a'r asewr gwreiddiol i annerch y panel yn bersonol, yn ysgrifenedig, neu'r ddau, neu cael eu cynrychioli gan eiriolwr fydd yn gallu annerch y panel ar eu rhan.
 6. Cyfathrebu penderfyniad y panel apeliadau i'r ymgeisydd o fewn 5 diwrnod gwaith yn rhoi rhesymau am y penderfyniad.

Ni fydd dim un parti yn defnyddio cynrychiolaeth gyfreithiol yn y broses apeliadau onibai trwy gytundeb pan fydd hawl gyda'r ddau barti i gyflogi cynrychiolaeth gyfreithiol.

- 1.5 Os nad oes modd datrys yr achos, bydd gan y dysgwr yr hawl i apelio drwy gysylltu â'r corff dyfarnu yn uniongyrchol ac felly i'r rheoleiddiwr os yw hynny'n briodol. Os mewn achos o ymchwiliad dilynol gan y corff dyfarnu bydd y dysgwr yn parhau i fod yn anfodlon â'r canlyniad gall gyflwyno'i apel i'r rheoleiddiwr cymwysterau perthnasol.

Bydd penderfyniad y Gwirydd Ansawdd Allanol ar ran y corff dyfarnu yn derfynol.

2.0 THE WELSH LANGUAGE

2.1 *Yr Iaith Gymraeg*

Mae'r Gorfforaeth yn ymrwymedig i hyrwyddo'r iaith Gymraeg a bydd yn ymdrechu i ddelio ag anghenion siaradwyr Cymraeg â'u cefnogi yn unol â Chynllun Iaith Gymraeg y Coleg.