



Niton Training Ltd Policies

The following Niton Training Ltd policies are available to view on request:

- Section 4: Generic Risk Assessment – Physical Skills & Classroom Based Training.
- Section 5: Access and Reasonable Adjustments to assessment.
- Section 6: Recognition of Prior Learning.
- Section 7: Assessment and Appeals procedure.
- Section 8: Assessment and Malpractice.
- Section 8A: Internal Quality Assurance.
- Section 9: Equal Opportunities.
- Section 10: Quality Standards.
- Section 11: Risk Assessment & Briefing for Physical Intervention.
- Section 12: Conducting and Administrating Tests.
- Section 17: Complaints and Procedure.

Section 7: Policy on Assessment and Appeals Procedure

This policy shall apply to all Niton Training Limited Courses. Exceptions to this will be either where external examining bodies are involved or where due to special circumstances the course team follow a different procedure. In the case of external examining bodies their policies and procedures will be adopted. Where there are special circumstances the change of policy will have been negotiated with the Managing Director. In both cases the student/trainee will be made aware of the alternative policy.

- 1. All assessment will be carried out in line with the recommendations and requirements of the programme's Awarding Body (if applicable).*
- 2. At induction or within three weeks of beginning a programme the student will be made aware of the nature and quantity of assessment required to complete the programme.*
- 3. Any assignments or projects will carry a handout and return date.*
- 4. Students will be made aware of any penalty levied for the late return of assignments or projects.*
- 5. It is the student's responsibility to ensure that completed assessments are returned to the designated person/ place at the appointed time.*
- 6. It is the student's responsibility to ensure that the completed assessment is logged as being handed in. Trainers will provide appropriate paperwork.*
- 7. Prior to assessment every student is entitled to clear and timely guidance on the nature of the assessment and the criteria for determining marks, grades etc.*
- 8. After assessment every student is entitled to clear and constructive feedback on the marks/ grade awarded.*
- 9. Assessment decisions will be communicated to the student within a reasonable time span. This will vary from programme to programme but will be communicated to the student when the assessment is issued.*



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The Circumstances Under Which an Appeal Is Possible

- 1. That there were irregularities in the conduct of the assessment.*
- 2. That there were circumstances affecting the student of which Niton staff responsible for the assessment were unaware, and which may reasonably be considered to have affected the student's performance in the assessment.*

Appeals Procedure

- 1. Whenever possible the dispute will be resolved within the course team without recourse to the formal appeals procedure. It may be appropriate at this point for the trainer to bring in another assessor/verifier to reassess the work without being made aware of the original details.*
- 2. If the dispute cannot be resolved informally the student may appeal to the Training Director. This will be within five working days of the failure to resolve the dispute informally.*
- 3. The Appeals Procedure can only be invoked by the individual whose work is the subject of the disputed decision, i.e. it cannot be invoked by a third party.*
- 4. The Training Director shall then convene an Appeal Panel within ten working days of receiving the appeal.*
- 5. The student will be informed at least five working days before the Appeal Panel of the composition, date, time and location of the Panel and their right to be accompanied by a friend, relative or member of staff.*
- 6. The Appeal Panel will be composed of: The Training Director An Internal Verifier; One other Senior Trainer*
- 7. The Appeals Panel will receive evidence from the student and trainer(s) involved, and from other sources which it considers relevant to the disputed decision.*
- 8. The Panel will consider the Appeal in private and will inform the student and staff member(s) in writing of the decision of the Panel. If the Panel cannot reach a decision and require further information all parties will be informed of this within three working days of the Panel.*
- 9. The outcome of the Appeal may be as follows: The Panel may confirm the original decision. Where the grounds on which the Appeal was sought are upheld, that is where irregularities in the conduct of the assessment are found, or where there were circumstances affecting the student's performance, the Panel may declare the assessment invalid and either: (a) Permit the student to continue on the course without reassessment. (b) Permit reassessment of the piece of work in its original or an amended form.*
- 10. The Panel may make conditions with which the student must comply in the future.*
- 11. The Panel may make recommendations to the Managing Director through the Internal Verifier relating to future assessment or appeals procedures.*
- 12. A record of the appeals proceedings and outcome must be kept. This will be disseminated to the Managing Director.*
- 13. The circumstances leading to an appeal and the findings of the Panel will be reviewed annually by the Training Director and will be included in the Managing Directors Annual Report.*