

Assessment Review and Appeals Policy and Procedure

Introduction

ASEEDER recognises that each learner has the right to appeal against an assessment decision where they believe that the decision is unfair. This policy forms part of ASEEDER's quality assurance framework and sets out the procedures for handling reviews and appeals following assessment decisions, ensuring that all such requests are managed in a fair, transparent and consistent manner.

For the purposes of this policy, assessment includes all assessed work that contributes towards external Awarding Body assessment decisions.

ASEEDER is responsible for ensuring that learners are informed of their right to appeal and that this policy is openly accessible. All relevant staff (including but not limited to EPQ Supervisor/Assessors (SAs), Teaching Assistants (TAs), Coordinators and Internal Moderators (IMs)) are made aware of this policy and its application. This policy is reviewed annually and may be updated in response to feedback from learners, staff or external agencies.

Aims of the Policy

By adopting this policy, ASEEDER aims to:

- a) provide a clear and transparent procedure for handling assessment reviews and appeals;
- b) ensure that all cases are dealt with fairly and within appropriate timescales, with learners kept informed of progress and outcomes; and
- c) maintain accurate records of reviews and appeals and report cases in a timely manner.

Stage 1: Centre Post-Results-Review

- a) Learners will be informed of the Post-Results Review timeline and procedure at the same time as they receive their Centre Grade.
- b) Where learners have queries regarding their Centre Grade, they or their representatives should raise the matter with the Teaching Assistant (TA) in the first instance. The TA will be available after the release of results to discuss assessment decisions and the review process.

Reviewed by 1 December 2025

Next review date: 1 December 2026

Stage 2: Centre Internal Review

- a) Learners who disagree with the Centre Grade awarded may apply for an internal review by submitting the *ASEEDER EPQ Internal Review Application Form (Appendix I)* through the online platform.
- b) Requests for review must be submitted within 7 calendar days of receipt of the Centre Mark. Requests submitted outside this time-frame may be rejected. Supporting evidence should be provided where appropriate.
- c) Upon receipt of a review request, ASEEDER will issue an acknowledgement within 5 working days. The learner's project and the assessment process will be reviewed for administrative or procedural errors. Where appropriate, an independent assessor and/or internal moderator with equivalent qualifications and no prior involvement in the assessment may be appointed to re-mark the project.
- d) ASEEDER will determine whether the Centre Grade should be amended based on the existing assessment evidence. A written assessment report explaining the outcome and reasons for the decision will be provided within 14 working days.
- e) All decisions and reasons for any determination or grade change will be documented.
- f) Reviews will be conducted objectively and impartially. Where an SA and/or IM considers that they are unable to review a case objectively, the matter will be referred to another appropriately qualified staff member with no prior involvement in the case.
- g) Where the learner or their representative remains dissatisfied with the outcome, they may proceed to **Stage 3**.

Stage 3: ASDAN Appeal Procedure

* Learners should refer to ASDAN: EPQ Post Results Review and Appeals for further details.

- a) Learners may submit an appeal where:
 - their work has been externally sampled and a grade change has been applied; or
 - they object to the outcome of External Moderation (Final Result).
- b) This stage involves an independent review conducted by ASDAN. A fee is payable and will be refunded if the appeal is upheld.
- c) Grounds for appeals: Appeals must be based on reasonable grounds, including:
 - errors or inconsistencies in the moderation of centre marking, or failure to apply procedures properly, fairly or consistently;

- decisions relating to reasonable adjustments or special consideration that were declared prior to assessment but not appropriately applied;
- decisions arising from investigations into malpractice or maladministration affecting the learner or ASEEDER; or

- an unreasonable exercise of academic judgment.

d) The following do not, in isolation, constitute valid grounds for appeal:

- failure to comply with appeal procedures or timescales;
- failure to complete earlier stages of the review process;
- disagreement with marks awarded based solely on opinion;
- lack of awareness or understanding of qualification procedures; or
- potential loss of a school or university place.

e) Appeals must be submitted using *the Application of Assessment Appeal Form (see Appendix II: Appeal Form)* within 14 calendar days of receipt of the review outcome through the online platform. Appeals submitted outside this timeframe may be rejected.

f) ASEEDER will acknowledge receipt of the appeal within 5 working days and review the grounds and supporting documentation within 3 working days. ASEEDER may:

- reject the appeal where no valid grounds are identified, in which case no fee will be charged; or
- accept the appeal, charge the relevant fee, and refer the case to ASDAN for independent review.

ASDAN will determine whether the result should be amended. The appellant will be informed of the outcome and the reasons for the decision.

g) Where an appeal is upheld, the learner's grade and certificate will be updated accordingly. All outcomes will be documented, and ASEEDER will notify ASDAN of all appeals.

Final Stage of Appeal

Where a learner continues to believe that an error has occurred, an application may be made directly to the Regulator via [the Exam Procedure Review Service \(EPRS\)](#).



Confidentiality

ASEEDER maintains records of all review requests and appeals and their outcomes. All information is treated as confidential and stored securely. Confidential information will be accessed only for the purposes of the review or appeal and handled in accordance with applicable data protection legislation. Information will not normally be disclosed to third parties unless legally required.

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Appendix I: ASDAN EPQ Internal Review Application Form

*Please note: the part marked in yellow needs to be edited.

*Please email the completed form to epqmoderation@seedasdan.org.

Candidate Name	XXX	SA Name	XXX	Outcome Format	Select your outcome format
Project Title	XXX			Centre Grade	Select your centre grade
Assessment Objectives			Please write down your comments on how your project meets each assessment objective, and provide any possible supporting evidence here (if any)		
A01(12)-Manage: Evidence of appropriate aims, detailed Project plan & evidence of monitoring <ul style="list-style-type: none"> • identify a topic of interest • plan/design the project • carry out and manage the project • apply appropriate skills, strategies and methods 			XXX		
A02(12)-Use Resources: Evidence of detailed research, with critical analysis application of it <ul style="list-style-type: none"> • undertake independent research • obtain and select information from your research • analyse data collected 			XXX		
A03(24)-Develop & Realise: Appropriate decision making and acceptable implementation <ul style="list-style-type: none"> • use a range of skills to solve problems and to take decisions critically and flexibly • work with others 			XXX		

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<ul style="list-style-type: none">• achieve planned outcomes	
<p>A04(12)-Review: Evaluation of strengths and weaknesses. Consistent relevance & conclusion based on sound evidence and judgement</p> <ul style="list-style-type: none">• review and evaluate the project• select and use a range of communication skills and media• present evidenced outcomes and conclusions	XXX

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Appendix II: Appeal form

This form should be completed when applying for an appeal against the grade a learner has received. Please complete the form as fully as possible and submit through the online platform.

If you have any questions about completing this form, please contact our Compliance Manager by email epqmoderation@seedasdan.org.

We will acknowledge receipt of your form within 5 working days and, if necessary, request additional information within 10 working days.

We will let you know the action/s required to deal with the issue within 7 working days of receiving the information requested.

Contact Details:

Your Name:

Your Title: Student/Learner Other (Please Specify: _____)

Your Email Address:

Your Phone Number:

Please state the grounds for this appeal, continuing overleaf as necessary, and attach all supporting documentation.

A: The centre considers that ASDAN has not applied its procedures consistently, properly and fairly in arriving at judgement, or applied procedures which are consistent with regulatory requirements.

Please list the specific details of which procedure has not been properly applied, that is being provided to support the appeal:

B: The centre considers that ASDAN has made a marking or moderation error.

Please list specific information and evidence that is being provided to support the appeal, using the candidate's work and mark scheme to demonstrate where you believe

the marking/moderation error(s) has been made.

C: ASDAN has not considered requests for access or special considerations appropriately.

Please list specific information and evidence that is being provided to support the appeal, using the details provided to ASDAN prior to the external moderation on reasonable adjustments/requests for access/special consideration.

D: ASDAN has unfairly applied Malpractice/Maladministration sanctions unfairly.

Please list the specific information and evidence that is being provided to support the appeal, providing details on how the sanctions applied to the centre disadvantaged the candidate and evidence to support that a different outcome should have been reached.

Declaration:

“ I understand that ASEEDER will retain and process the information provided in this application electronically, and that such information may be used for purposes relevant to the consideration of this application.”

Name: _____ Date: _____

Signature: _____

For Office Use Only	
Date appeals contacted:	
Date and time arranged:	
Decisions made for this application	
<input type="checkbox"/> Appeal rejected	
<input type="checkbox"/> Grade remains the same	
<input type="checkbox"/> Grade being changed	
Details:	

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Has the incident been reported to ASDAN	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Details: _____	
Compliance Manager	_____
Name:	_____
Signature:	_____
Date:	_____

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