

## Trainee Appeals Procedure

### Introduction

This procedure has been created to enable trainees to appeal against decisions in respect of assessment of teaching or coursework (e.g. assignments). It may also be used as the procedure for appealing against the result of a Disciplinary Action or a complaint/grievance.

### Grounds for Appeal

The Appeals Panel is made up of at least three representatives of the ITT Steering group, as well as a Headteacher from one of the Leicestershire Secondary SCITT partner schools. It will receive information via the Programme Manager from the Awarding Group (University Academic Tutor, ITT Coordinator, Lead Subject Tutors and Subject Mentors where appropriate). It has the authority to deal with appeals against the decisions made by members of the Awarding Group upon one of the following grounds:

1. that the trainee's assessment performance had been adversely affected by circumstances which the trainee could not have reasonably divulged to the Awarding Group at the time of the original assessment. (Submissions made on these grounds must be supported with appropriate documentary evidence)
2. that there had been an administrative error materially affecting the relevant assessment
3. that procedural irregularities with regards to the marking of assignments or in the formal conduct of the assessment can be found
4. where there is positive evidence of prejudice or discrimination on the part of a person involved in the or a particular part of the assessment process

The Appeals Panel also has the authority to deal with appeals against the decisions of a Disciplinary panel or the outcomes of a Complaint/Grievance pursued through the SCITT Complaints and Grievance procedure (which includes matters relating to Equal Opportunities).

### Procedures to be followed before a formal appeal

Before the instigation of a formal appeal, it is expected that the trainee discuss the grievance with the appropriate, Academic Tutor, ITT Coordinator or Subject Mentor. An independent representative, will be made available on request.

### Lodging an Appeal: Stage 1

- a) An appeal must be made in writing within 14 days of the publication of the assessment result, or the outcome of the Disciplinary Panel, to the Programme Manager.
- b) After considering the grievance in discussion with named people involved in the case, the Programme Manager will inform the trainee of the outcome of his decision within 10 days of receipt of the appeal

- c) If the Programme Manager is of the opinion that there is justifiable grounds for appeal, he will consult the appropriate person from the Awarding Group with a view to amending the original assessment
- d) Where the Programme Manager is of the opinion that the original assessment was fair, the trainee will be informed of the reasons for the decision
- e) The trainee can then either accept the outcome, in which case no further action need be taken, or move to Stage 2 of the procedure

### **Lodging an Appeal: Stage 2**

- a) If the trainee wishes to continue the appeal, s/he must inform the Programme Manager in writing within 10 days of the notification of the outcome of Stage 1
- b) On receipt of the notice, the Programme Manager, in consultation with the Chair of the ITT Steering group, will convene a meeting of the Appeals Panel within 14 days (in the case of non-academic appeals). Appeals in relation to academic assignments set by the University will be referred to the University's Appeals Panel, in line with the validation agreement between the University and the SCITT.
- c) The Appeals Panel shall be comprised of 3 members as stated above. The members of the Appeals Group shall not be the same as members of the Awarding Group, nor shall they have a direct connection with the trainee such as being the Headteacher of one of the trainee's placement schools. The Programme Administrator shall act as Secretary to the Group.
- d) Both the trainee and appropriate member(s) of the Awarding Group shall be informed of the date of the appeal meeting at least 7 days in advance and will be invited to attend. Any written statements or documentary evidence must be passed to the Secretary 5 days in advance of the meeting to allow time for distribution to the other members of the Group.

### **The Appeals Panel Meeting**

The following procedure shall be followed in the case of an Appeal against a Disciplinary Hearing or the outcome of a Complaint/Grievance.

1. The Appeals Panel shall proceed if a quorum of 3 persons is present
2. No observers are permitted to attend the meeting but the trainee may be accompanied by another person who can act as their representative
3. The Panel shall have the authority to ask any individual to appear before it if it is considered to be in the interests of the parties for it to do so
4. The Panel shall adjourn after the hearing to consider the evidence and arguments presented to it. Only its members may be present at this time.
5. The only options open to the Panel shall be to:
  - dismiss the appeal and rule that the original decision shall stand
  - uphold the appeal, in which case it shall request those responsible for the initial decision to reconsider that decision in the light of the new evidence
6. The trainee shall be notified of the Appeal Panels decision without delay
7. Confidential minutes of the meeting will be agreed by the Secretary and Chair of the Appeals Panel and given to the Chair of the ITT Steering group
8. If the Panel decides in favour of the trainee, the appropriate members of the Awarding Group responsible for the original decision shall be reconvened at the earliest opportunity and its decisions conveyed to the Secretary and Chair of the Appeals Panel, before informing the trainee of the final decision

<b>ADOPTED BY</b>	<b>ITT Steering group</b>
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<b>MONITORING RESPONSIBILITY</b>	<b>ITT Steering group Appeals Panel</b>
<b>REVIEW DATE</b>	<b>Sept 2015</b>