



PROCEDURES TO BE FOLLOWED IF A TRAINEE APPEALS AGAINST AN ASSESSMENT DECISION RE THE AWARD OF QTS

The Hampshire LEARN SCITT Partnership will be recommending QTS and the procedure to be followed if a trainee appeals against an assessment decision is detailed below:

Trainees aggrieved by a decision of the SCITT will have a right of appeal if they produce evidence of one or more of the following:

- (i) their performance has been adversely affected by illness or by other factors which, in exceptional circumstances, they were unable or, for valid reason, unwilling to divulge to the SCITT before it reached its decision; if the appeal is based on mitigating circumstances, evidence must be produced; if the appeal is based on evidence that the trainee had been previously unwilling to divulge to the Exam Board, the letter should set out the reasons why the student was unwilling to produce such evidence at an earlier stage and provide any appropriate supporting documentary or medical evidence;
- (ii) the assessment re lesson observations and review statements had not been conducted in accordance with the appropriate regulations for the programme;
- (iii) the trainee's entitlement as set out in the Hampshire LEARN SCITT Partnership Agreement had been breached in some way;
- (iv) the trainee's support in the partnership school or by the SCITT's LEAD Subject Tutor was unsatisfactory to the point that their performance was seriously affected.

Appeals will be resolved without prejudice to the appellant. If a group of trainees wishes to appeal, a spokesperson should be identified to act on behalf of the group. One appeal should be submitted but agreement indicated by the signature of all trainees included within the collective action.

1. Trainees wishing to make an appeal and who have evidence of extenuating circumstances unknown to the Hampshire LEARN SCITT Partnership when it made its recommendation, or allegations of error or irregularity, should in the first instance discuss the matter with the SCITT Director (or his or her nominee). At this stage the matter can be referred to the Executive Group of the Hampshire LEARN SCITT Partnership who may advise the trainee that the SCITT will re-consider its decision, taking into account the new evidence, and that the appeal is not necessary.
2. If the discussion referred to in 1 fail to resolve the issue, trainees should write to the Executive Group setting out the grounds for the appeal and the revised decision they seek. A request for an appeal should reach the Executive Group within 10 calendar days of the announcement of the decision of the Board of Examiners. The Executive Group will refer the written appeal to the partner school in which the trainee completed his/her course for a written response to be provided alongside the trainee's appeal to the Executive Group. A copy of the school's written response will be provided to the trainee, who should raise any matters of factual inaccuracy immediately with the Executive Group.



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3. The Executive Group will refer the matter to an Appeals Panel chaired by the Head of the Lead School. The Appeals Panel will consist of two other members of the Hampshire LEARN SCITT Partnership's Heads and Leads Steering Group and two external examiners. The SCITT Director (or nominee) will usually be in attendance.

The Panel may:

- (i) dismiss the Appeal if the grounds are unsubstantiated or if in the case of alleged extenuating circumstances these would not have affected the recommendation of the ITT Sub Group;
 - (ii) uphold the trainee's case and request the SCITT to re-consider its recommendation;
 - (iii) dismiss the case but request a change in the procedures of the SCITT.
4. The Appeals Panel will not strike out appeals solely because of minor procedural deficiencies in the appeal.

The Panel shall instruct the Chair of the Appeals Panel (or nominee) to convey its decision in writing to the trainee as soon as possible after the conclusion of the hearing and not later than 14 calendar days after the hearing.